PLEASE POST

MUSEUM ASSISTANT

PORTER-PHELPS-HUNTINGTON HISTORIC HOUSE MUSEUM (1752)

The Porter-Phelps-Huntington Museum
is an active Historic Site in Hadley, Massachusetts which tells the story of a
New England family and their household over two centuries.

POSITION: MUSEUM ASSISTANT (two positions available)

DATES: May 1 through Labor Day (Sept 5) and Sept 5 through October 20

HOURS: 30 hours per week, May through September 5; 20 hours per week 1-4:30 pm, September through October 20; Saturday through Wednesday

DESCRIPTION: The Museum Assistant's primary responsibility will be to give daily tours of the museum and to maintain museum interiors. He/she will also assist the director with programming special events which include a folk traditions series, colonial teas, special tours, community events, and a fall series. In addition to tours, tasks will include media, clerical, curatorial, archival assistance and caring for the historic gardens and grounds.

REQUIREMENTS: Excellent verbal and writing skills
Interest in museums and history
Driver's license, and preferably a car

SKILLS: Strong presentation skills, historical knowledge, computer experience including web and database maintenance, MS Word, MS Publisher, Lotus Approach; Good typing skills

QUALIFICATIONS: Experience or interest in small history museums
Ability to work independently and as a team
Highly motivated and self-directed
Excellent organizational skills
Ability to work well with the public of all ages

SPECIAL INTERESTS: Historic interpretation and preservation, educational tour and exhibit development, American, family and women's history, archival processing, writing and journalism, historic gardens.

TO APPLY: Send resume and letter of interest to Susan J. Lisk, Executive Director,
Porter-Phelps-Huntington Foundation, Inc., 130 River Drive, Hadley, MA 01035, and include an afternoon/evening telephone number. Email: susan.lisk@gmail.com