



One Museum Court Buffalo, NY 14216  
716.873.9644 buffalohistory.org

<b>Position:</b>	<b>EDUCATION ASSISTANT</b>
<b>Department:</b>	<b>Exhibits &amp; Interpretive Planning</b>
<b>Employment Category:</b>	<b>Full time</b>

### Overview

The Education Assistant’s primary role is to schedule guided and self-guided tours and coordinate museum volunteers. The position also assists in the development of educational materials and content (tours, educational resources for teachers, lesson plans, history kits, podcasts, and videos).

### About Us

The Buffalo History Museum has been active in our current location at 1 Museum Court since 1901. Originally built and designed by Buffalo architect George Cary for the Pan-American Exposition, our three-story building boasts over ten exhibits, a research library, and an auditorium. Our mission focuses on Buffalo-specific history that can be integrated with macro ideas and concepts. Using our collections, exhibits, and programs, we strive to demonstrate Western New York’s essential role in shaping American history. To further our outreach in the community, the Museum has been focused on creating content that is more inclusive. As a member of our team, all staff work to further our mission and inclusive vision for the future Museum.

### Essential Responsibilities

- Schedule museum tours and outreach programs
- Recruit, schedule, and coordinate volunteers for museum events
- Work with staff and volunteers to implement programs and special events
- Lead tours and outreach programs
- Work with education professionals to facilitate use of the Museum as an educational resource
- Assist in educational content development (podcasts, videos, newsletters, lesson plans) and exhibit maintenance

### Preferred Qualifications

- Bachelor’s degree in history or related field
- Experience in customer service
- Proficient in programs associated with Microsoft Office 365
- Confident in public speaking
- Background in historical research and interpretation

### Salary and benefits

- This full-time non-exempt position will offer a starting wage of \$28,000 annually, depending on experience. In addition, you are entitled to a generous benefits package, including health insurance and paid time off.

## **How to Apply**

Please prepare a cover letter and resume in one PDF document, saved as "Last name. First name. Education Asst Application" and in subject bar to Desiree Peacock at [dpeacock@buffalohistory.org](mailto:dpeacock@buffalohistory.org) by end of day Tuesday, November 30, 2021. No phone calls.