



P.O. Box 123
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Education Assistant Position Description

Position Summary: The role of the Education Assistant is a professional museum position with responsibility for the Museum's Artisan Days program including hands-on traditional arts classes, year-round lectures, and school/youth group field trips and programs.

Reports to: The Education Assistant reports to the Executive Director

Primary Responsibilities:

- Develop, execute and evaluate original, multi-disciplinary educational programs that highlight the Museum's collection including, but not limited to, Artisan Days, hands-on traditional arts classes, year-round lectures, and school/youth group field trips and programs.
- Create content for Museum communications about lectures and programs.
- Manage, recruit, train and mentor volunteers as they advance the Museum's educational mission.
- Partners with the Executive Director on grant funding research, applications and reporting for education projects.
- Collaborate with like-minded community organizations.
- Assist Executive Director with the planning and execution of special events and festivals as assigned.

Key Qualifications:

Excellent oral and written communication skills are a must as is a willingness to be creative and to work as a key member of a small organization

A high school diploma is required. A B.A. in Museum Studies, Education, History or a related field and 1-3 years of experience in a museum setting would be helpful.

Familiarity with Word, Excel, and PowerPoint is essential; familiarity with WordPress would also be helpful as would a general comfort with embracing new technology.

Grant writing experience and grants management a plus.

This is a non-exempt, hourly paid position and not eligible for benefits. Position is part-time, year-round, averaging 16 hours per week. Occasional weekend and evening work required.

To apply, please send a cover letter, resume, and contact information for three references to staff@railwayvillage.org or mail to P.O. Box 123, Boothbay, ME 04537. Applications will be reviewed on a rolling basis until we fill the position.