

**Job Title: Museum Assistant**

<b>Status:</b>	Part-Time Temporary, Non-Exempt
<b>Dates:</b>	August 16—December 23
<b>Hours:</b>	Approx. 15 hours/week (Thurs., Fri., & Sat. 12-5pm)
<b>Location:</b>	Onsite at the Alice Paul Institute in Mt. Laurel, NJ
<b>Salary:</b>	\$15/hour
<b>Reports To:</b>	Program Director

**Position Description:**

The Museum Assistant at the Alice Paul Institute engages visitors by sharing the story of Alice Paul, a suffragist and crusader for gender equality who was born in the house that now serves as API's headquarters. This person leads tours of the site, facilitating a dialogue with visitors about how values are learned and then utilized as people decide what causes they care about and how they will advocate for them.

As well as conducting tours, the Museum Assistant may also be asked to assist with API's education programs for children and teens. When not otherwise occupied, they will be expected to fulfill other tasks such as answering research requests and general inquiries about API's events, programs, and availability. Relevant training will be provided.

This is a new position and will initially be filled on a temporary basis during API's open season and hours for the remainder of 2021 (noted above). There is potential for the Museum Assistant to be asked to return in 2022.

**Major Areas of Responsibility:**

- Greeting visitors and orienting them to the activities available onsite
- Answering visitors' questions and gathering feedback
- Conducting tours and education programs
- Using the point of sale system to take payment for tours and merchandise
- Answering research inquiries via email

**Job Requirements:**

- Appreciate and accommodate the needs and lived experiences of diverse groups of visitors; diversity may include race, ethnicity, age, sex, gender identity, and many other facets of identity
- Understand the value of equality and civic engagement and be comfortable articulating those values to visitors
- Ability to stand for extended periods of time, lift 25 pounds, and climb stairs to the Archive & Library (located on the 3<sup>rd</sup> floor)

**Qualifications:**

- Relevant educational experience with American history, women's history, or another relevant discipline. High school degree required; some college preferred
- Previous experience at a museum, archive, library, or similar institution preferred; retail and other customer service experience also relevant
- Intellectual curiosity
- Strong oral communication skills
- Strong comfort level with technology, including point of sale system and current Microsoft Office products

**How to Apply:**

Send a cover letter and resume to [atitman@alicepaul.org](mailto:atitman@alicepaul.org) with "Museum Assistant" in the subject line.