
Title of Position *	Education Assistant
Institution *	The Williamson Museum
Position Location: City & State *	Georgetown, TX
Position Closing Date	

About the Institution

The Williamson Museum is a 501(c)(3) non-profit corporation established in 1997 to collect, preserve and exhibit items relating to the rich culture and heritage of Williamson County.

We offer free and exciting hands-on educational programs to the public through innovative exhibits, tours and outreach including our annual Pioneer Day at Old Settlers Park.

Our mission is to promote the culture and heritage of Williamson County through education, preservation, acquisition and exhibition.

Our vision is to become a benchmark for all museums by providing leading-edge historical and cultural education to the public.

Institution Website Address	http://williamsonmuseum.org/
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Summary of Responsibilities

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Under the supervision of the Educational Program Coordinator, the Education Assistant prepares, maintains and delivers traveling trunks, field trips, special events and other educational programs. The Education Assistant also schedules and trains volunteers for the educational programs. This is a part-time position.

Primary duties and responsibilities:

Traveling Trunks:

- Prepare trunk for program requested
- Deliver trunk to school
- Perform the programs requested
- Return to pick up trunk on scheduled date
- Updating trunk manuals and trunk items as needed
- Train volunteers for trunk presentations

Field Trips:

- Assist with one rotation

Hands on History:

- Assist in the Planning of Topics
- Assist with preparations
- Perform the Programs
- Recruit and Train Volunteers for Hands on History

Saving comment ...

Special Events:

Assist with preparations

Works a station

Trains students, interns, and new volunteers for special events

Summer History Explorers Camp:

Assist with preparations

Assist with activities during two weeks of summer camp

Required Qualifications

Bachelors Degree

Preferred Qualifications

M.A. Degree and/or Classroom Experience

Compensation

\$12/hr, 20 hrs per week

Apply at this Website:

Apply with this email:

dhouck@williamsonmuseum.org

Special Instructions to Apply:

Send resume and references to Danelle Houck at dhouck@williamsonmuseum.org
