



**SACRAMENTO
HISTORY ALLIANCE**
Connecting People Through History

Sacramento History Museum

Outreach Coordinator

A non-exempt, part-time position under the Fair Labor Standards Act

The Outreach Coordinator assists in operating the Sacramento History Museum's school and community outreach programs. This position may be right for you if you have an enthusiasm for history and get excited about teaching others. The Coordinator must like working with a wide-range of ages including school-age children and senior citizens and is responsible for conducting offsite programs. This position must have access to a vehicle to get to outreaches and will be reimbursed for mileage. The Coordinator is an integral part of the Education Team and reports to the Education Manager.

Salary: \$18/hour.

Status and Hours: Part-time, 20 hours per week, days determined by applicant and manager

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Outreach Coordinator is responsible for, but not limited to:

- Conducting all offsite school programs in a fun and educational way.
- Leading programs onsite as needed.
- Reaching out to schools, after-school programs, and other offsite organizations who may be interested in our program offerings.
- Communicating with the Education Manager and Education Coordinator about bookings and needs.
- Collaborating with the Education Manager on creative development of outreach programs, promotion, and marketing.
- Attending monthly staff meetings.
- Creating a monthly report of programs and attendees for school programs.
- Assisting with other SHA and Museum departments as needed, including substituting at the front desk, opening and closing the Museum as needed, and in museum projects.
- Representing the overall mission, goals, and programs of the Museum in a wide range of public and professional situations.

Ability to:

- Perform comfortably in front of large and diverse audiences.
- Exhibit outstanding customer service.
- Undergo a background check.
- Communicate effectively in spoken and written English.
- Establish and maintain effective working relationships with Museum employees and volunteers.
- Lift and manipulate props and equipment necessary to conduct programs and demonstrations, etc. (50 lbs)
- Operate a motor vehicle
- Develop written plans for various projects.
- Perform other duties as assigned.

DESIRED QUALIFICATIONS

- Excellent communication and writing skills.
- Strong organizational abilities with projects and people.
- Self-reliance and punctuality.
- Experience in formal and informal educational settings.
- Experience providing programs for different ages and learning styles.

EXPERIENCE AND EDUCATION

- Some knowledge of California history with an emphasis on Sacramento history.
- Experience working with all age groups with an emphasis on elementary-age.
- Experience with public speaking and conducting programs to a group.

Interested but not sure if you meet all the qualifications? Apply anyway!

TO APPLY:

Please email a cover letter and resume to shm-education@sachistorymuseum.org by August 31, 2022. Qualified candidates will be asked for a Zoom interview the week of September 5-16 and an in-person interview the week of September 19. For questions about this position please call 916.808.4980.