

## Education Outreach Assistant

### Job Description:

The American Swedish Historical Museum is accepting applications for a part-time Education Outreach Assistant. The basic duties are to teach outreach programs for family audiences at libraries, community centers, and summer camps. This includes prepping program materials, working with children and families, communicating with outreach partners, collecting program fees, and traveling to locations in PA, NJ and DE. In addition, they will assist onsite education programs at ASHM. This position reports to the Education & Public Relations Manager.

### Responsibilities:

- Assist ASHM education programs and special events as needed.
- Lead the Collaborative Summer Library Reading program, *Ocean of Possibilities: Saving the Seas with Seas*, for groups of up to 30 children aged 5-12 at outreach locations in PA, NJ, and DE.
- Gather and/or prep program materials
- Follow program schedule and track attendance.
- Conduct evaluation and collect payment for programs.
- Attend meetings with supervisor as needed.
- Other duties as assigned

### Requirements:

Ideal candidates will have experience in education or working with children, evaluations, public speaking, working independently, organizational and time management skills. Experience in arts and cultural institutions is a plus. Ability to lift 20lbs and valid driver's license required, with access to a vehicle preferred.

Minimum education is a high school diploma or GED equivalent. Applicants that are currently enrolled at a college or university and majoring in teaching, education, public history, museum studies, or related fields are preferred.

### Schedule and Compensation:

The position is offered from June to August 2022, with the potential to extend. The schedule is varied based on bookings and hours range from 12-20 a week with some evenings and weekends. Pay is \$15 an hour.

If interested, please send a resume or CV, cover letter, and three references to [jobs@americanswedish.org](mailto:jobs@americanswedish.org). **Deadline is April 29th, 2022.**

### Organization:

The American Swedish Historical Museum in South Philadelphia is the oldest Swedish Museum in the United States. Founded in 1926, the Museum has been dedicated to preserving and promoting Swedish and Swedish-American cultural heritage and traditions

for more than 90 years. We welcome all people to explore cultural identity through the story of Swedes and Scandinavians in America. The American Swedish Historical Museum is a community dedicated to preserving and interpreting material culture, and is alive with celebrations, exhibitions, and learning experiences.

The American Swedish Historical Museum is an equal opportunity employer. ASHM affirms its commitment and pledges full support to equal employment opportunity for all persons without regard to race, color, religion, national origin, gender identity, age, sexual orientation, veteran status, or disability.