



Job Title:	Education & Outreach Assistant
Department:	Education
Location:	Massillon Museum
Pay:	\$12.42/hour
Position Type:	Part-Time (25 hours/week)

Applications Accepted By:

EMAIL:

Please email a cover letter and resume to the attention of Stephanie Toole, Education and Outreach Manager, **by Sunday, May 21, 2023, at 5:00pm**. Applications received after that date will not be considered. Applications should be emailed to Jobs@MassillonMuseum.org.

Job Description

ROLE AND RESPONSIBILITIES

The Massillon Museum seeks a highly motivated Education and Outreach Assistant who will work in the Education Department and report to the Education and Outreach Manager. The Education and Outreach Assistant will:

- Assist the Education and Outreach Manager with Education Department class, workshop, and program coordination for monthly and annually recurring projects, like the NEA Big Read.
- Help the Tour Coordinator to prepare for and lead group tours and field trips as needed.
- Create registration pages for Education Department programs.
- Input Education Department program information into the Museum’s social media and event calendars.
- Update the Education Department pages of the Museum website.
- Order supplies for the Education Department, including the Ceramics Studio and Darkroom, as necessary.
- Maintain the order and cleanliness of the Museum’s classrooms.
- Assist with Museum outreach events, including preparing for and attending events in Massillon and the surrounding area.
- Help to prepare for, install, and deinstall *Celebration in Art*, the Museum’s annual K–12 student art exhibition.
- Assist with other Education Department tasks as needed.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

High school diploma or GED required. Strong organization and communication skills required.

PREFERRED SKILLS

Experience working in art and/or history education settings preferred. Experience working with Microsoft Office Suite preferred.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	