



# THE BUFFALO HISTORY MUSEUM

Program and Engagement Assistant  
30 hours  
Part Time/ Hourly

The **Program and Engagement Assistant** serves as one of the first points of contact for The Buffalo History Museum and should be friendly, welcoming, engaging, and pleasant. This position provides both educational and logistical support to the Program and Engagement Coordinator and professional support to the overall mission of The Buffalo History Museum. Contributes to a positive and professional work environment. Presents a positive and professional image and acts as an excellent goodwill ambassador for the department and the Museum.

**Requirements:** Bachelor's degree in education and/or the humanities (History, Social Studies preferred). Knowledge of NYS Social Studies Standards. Superior written and oral communications skills for diverse audiences. Superior attention to detail and ability to comply with schedules/deadlines. Ability to work as team member/leader with minimal supervision. Proficient in Office 2010 software (including Excel, Word, Outlook, and PowerPoint). Clean driver's license and access to a vehicle. Physical ability to lift up to 40lbs (chairs, tables, artifacts, and supplies). Must be comfortable with light manual labor, both indoors and outdoors. Confidence in engaging with children, school groups, seniors, and volunteers. Knowledge of museum education theory and informal education theory. Flexibility to work days, evenings, weekends, special events and holidays. Substitute for Program & Engagement Coordinator when necessary and assist in day to day production and delivery of programs.

Please prepare a cover letter and resume in one PDF document. Write in subject bar: "Last name, First name – Education."

Send submissions to Robert deGuehery, at [rdeguehery@buffalohistory.org](mailto:rdeguehery@buffalohistory.org) by Friday, July 15.  
No phone calls.