

ANDOVER HISTORICAL SOCIETY

Job Title: Museum and Research Assistant, part-time, hourly
Supervisor: Executive Director

Purpose: The Museum and Research Assistant provides primarily weekend library and research assistance and museum tours to the history center's patrons and guests.

Hours: The position is shared with another Museum and Research Assistant so two-three Saturdays a month is typical, depending on scheduling. The history center is open Saturdays 10am to 4pm, however there may be times the Assistant opens earlier or stays later. Occasional optional opportunities to staff the building during functions and rentals weekday and weekend evenings and Sundays may arise.

Qualifications

A. Education: B.A. in history or a humanities-related field, or some college experience in the same.

B. Experience: The Museum and Research Assistant will have proven research experience, a basic understanding of libraries, archives and research techniques. It is preferred that the Museum and Research Assistant have a solid background in American history however an affinity for New England and its history can substitute. In addition, since this is a customer service position, the Museum and Research Assistant must be self-directed, flexible and have good interpersonal skills.

Duties & Responsibilities

Research Assistant

- Guide library and archives researchers in the Underhill Library.
- Answer research requests, as directed by the Administrative Assistant.

Museum Assistant

- Fulfill receptionist duties: greet guests and library patrons, answer phones, take messages, and accept donations, library use fees, and book sales.
- Give museum tours, as needed.
- Provide staff support during the Andover Farmers' Market, held on the grounds Saturday afternoons June through October.

Security

- Hold keys and security pass code, open museum and library during working hours.
- Monitor library use rules.
- Function as on-site staff for emergencies during working hours.