

Seasonal Outreach Assistant

The Outreach Assistant (seasonal, part-time) is an integral part of the Buffalo Niagara Heritage Village (BNHV) team. This person delivers off-site educational outreach programming throughout the Western New York area.

This position is seasonal, part-time and reports to the Education Coordinator.

Key Duties:

- Represent BNHV at off-site outreach events and share knowledgeable museum information with attendees. Sites include arts and cultural institutions, non profit organizations, county fairs, farmers markets, schools (day and after-school programs), community events, and more.
- Deliver off-site educational outreach programming for adults and children utilizing an engaging, interactive, and hands-on approach.
- Learn the museum outreach program offerings, deliver content, and answer questions received about programs.
- Set up and take down outreach booths, outreach supplies (including education and marketing supplies). Lift/move outreach kits of up to 40 pounds.
- Report feedback, including program attendee feedback, to Education Coordinator.
- Provide occasional support for programming and community event needs at BNHV.

Expectations:

- The OA will ensure observance of best practice and high standards of teaching, engagement, and accuracy in the execution of all programming.
- The OA will be punctual and deliver all programming in a timely manner and according to the assigned program schedule.
- The OA will prioritize health and safety of attendees, BNHV visitors, and BNHV staff in the delivery of any and all educational programming.

Conditions:

- This position is seasonal, part time, non-exempt. Hours on an as needed basis.
- Drive to and from outreach locations. Travel in personal vehicles will be reimbursed at the federal IRS mileage reimbursement rate.
- Must be able to lift/move outreach kits of up to 40 pounds.
- Schedule requires evening and weekend hours for coverage of off-site educational programming.
- Reliable transportation is required.