



# Fairfield Museum

## AND HISTORY CENTER

Position Title: **Education and Community Programs Assistant**

Reports To: Deputy Director for Programs

Level: Full Time. FSLA Exempt

### **Responsibilities:**

The Education and Community Programs Assistant helps to create and deliver innovative, audience-focused programs that inspire civic engagement, foster community dialogue, and celebrate the diverse history of southwestern Connecticut. The Assistant will help to deliver a broad range of creative programs and events for K-12 grade students and teachers, families, community members, and adults that advance the Museum's mission, expand community partnerships, and encourage deeper engagement with diverse audiences.

### **Core Job Functions:**

- Assists the Deputy Director and Education staff in researching, developing, and teaching programs for a range of audiences including K-12 school children and teachers, families with young children, community members, and adults.
- Does community and school outreach, helping to develop and maintain relationships with partner organizations.
- Teaches K-12 school groups, family programs, and community events.
- Assists with public programs for adults on select evening and weekend dates.
- Assists with administrative tasks such as maintaining mailing lists and budgets and ordering and organizing supplies.
- Helps with the set up and break down of events.
- Assists with Culture Connect, the Museum's online platform for schools.
- Assists with audience and school evaluation projects.
- Other Duties as required to advance the Fairfield Museum's mission and strategic goals.

### **Qualifications:**

Applicants should possess creative energy, good humor, flexibility, a passion for community involvement, and enthusiasm for working with a diverse range of audiences. Additional desired qualifications include:

- An undergraduate degree in the humanities, education, museum studies, or a related field.
- 1-5 years of experience working with school, community, and/or public programs.

- Knowledge of inquiry based teaching practices and ability to engage students in a dynamic and energetic manner
- Ability to work effectively and enthusiastically with diverse audiences and speak with confidence in front of large and small groups, including children and families; □ Ability to work independently, identify and understand issues or problems and develop appropriate solutions.
- Experience in the application of Diversity, Equity, and Inclusion principles and practices.
- Experience working with a team.
- Excellent written and verbal communication skills.
- Ability to multi task, prioritize work, and to meet deadlines.

This is a two-year, full-time, grant funded position with the possibility of extension. It includes a comprehensive benefit package including health, disability, dental and life insurance, and employer-sponsored 401K. Salary is \$42,000.

The position requires occasional evening and weekend hours and will require employee to lift, bend, stoop, walk, speak, and stand for up to 7 hours in a day. The Fairfield Museum is an equal opportunity employer and encourages applications from people of color, women, and LGBTQ+ applicants.

### **To Apply:**

Applications are accepted until the position is filled, with priority given to those received by November 5, 2021. To apply, email a cover letter, resume, and list of references to [hmaxson@fairfieldhs.org](mailto:hmaxson@fairfieldhs.org).

### **About the Fairfield Museum**

The Fairfield Museum believes in the power of the arts and the humanities to inspire imagination, stimulate thought, and transform society. Through dynamic programs and exhibitions, the Fairfield Museum sparks dialogue, inspires meaningful collaborations, and deliberates the challenges of the future. Central to our community-focused mission is a desire to provide important historical context to pressing issues of our time, and to offer a safe, trustworthy environment where multiple perspectives can be heard and collective solutions explored.

We are a vibrant nexus of community life that welcomes more than 35,000 visitors annually, a focal point of civic pride, a prominent center for the humanities, and an award-winning institution of statewide renown. We preserve rare manuscript and artifact collections, maintain an eighteenth-century historic home, and operate five Town-owned historic properties. The Fairfield Museum's research library is among the best resources for Connecticut history in the state.

**Our Mission** is to inspire civic engagement by celebrating the diverse history of our region and its people. As a dynamic public forum, we believe in the power of art and humanities to inspire the imagination, stimulate ideas, and build a better society.

The Fairfield Museum believes that sharing diverse stories about our past, celebrating the individual's role in catalyzing social change, and promoting the value of an informed and active citizenry help empower students and their families to become active lifelong learners. Our programs vividly connect

the past to the present, sparking the notion that we all have the power to make history and that by working together we can shape a better, more inclusive future for all.

**Education:** Over the past decade, the Fairfield Museum has worked closely with regional schools to ensure that our education programs support national, state and local learning goals. Each year we welcome more than 4,500 students and teachers from 65 schools from across southwestern CT for high-quality educational programs, and we welcome underserved students from Bridgeport and Norwalk free of charge. The Museum is developing new and innovative virtual learning platforms that extend the reach of its educational programming.

**Exhibitions:** The Fairfield Museum presents topical exhibitions that delve deeply into the history and context behind important issues of our time, explore those issues through multiple perspectives, and inspire informed discussion about the future of our community and nation. Our exhibitions and programs have used the arts and humanities to foster discussion about critical issues such as racial justice, climate change, education, and immigration.

**Museum Commons:** The Museum is leading the revitalization of Fairfield's historic Museum Commons to create a vibrant learning campus that includes three recently-restored historic properties and landscapes dating back to the early 17th century. This ambitious creative place-making initiative features outdoor public programs, art installations, music and theatrical performances that is expanding audience engagement.

Through its far-reaching programs and thought-provoking exhibitions, the Fairfield Museum is making significant contributions to its community and the region at large, building a sense of cohesion through engagement and inspiring positive change.

[www.fairfieldhistory.org](http://www.fairfieldhistory.org)