

Historic Fourth Ward School Museum Community Engagement Assistant

The Historic Fourth Ward School Museum & Archives located in Virginia City, Nevada, is the Last-One-Standing. It is the only four storied, Victorian Era, Second Empire, wood school building in existence in the United States. This state-of-the-art building was completed in November 1876. It is home to the first two graduates from a Nevada school, both women, in the class of 1878. The doors to this 25,000 square foot school closed in 1936. The Fourth Ward School building has been recognized by the state and local community as a significant historic site. In 2004, the National Trust for Historic Preservation awarded the Historic Fourth Ward School the National Preservation Honor Award for its restoration and recognized it as a Distinctive Destination. Since becoming a non-profit 501(c)(3) organization in 2000, we have hosted over 300,000 visitors. The Fourth Ward School Museum has also become a destination for school children as part of 4th and 7th grade Nevada history curriculum.

The Historic Fourth Ward School Museum is seeking a Community Engagement Assistant. This is a temporary, part-time position that is 15 to 20 hours per week, starting in early March through October 31, 2018. Work days are typically Monday through Friday with occasional weekends, holidays and evenings. Pay is \$15.00 per hour.

The Community Engagement Assistant will work directly with the Executive Director in the overall operation of the Historic Fourth Ward School Foundation, a tax-exempt 501(c)(3) organization.

Duties include:

- Assist with marketing and development of the museum, programs and annual fundraising event.
- Assist with donor development and museum membership program.
- Assist with leading, coordinating and scheduling school and group tours.
- Occasional coverage of the museum's admissions and museum store desk.
- Other duties as assigned.

Qualifications:

- Excellent communication skills.
- Ability to work with a diverse public.
- Knowledge of social media.
- Experience with special event administration.
- Ability to work with minimal supervision.
- Highly self-motivated.
- Solid organizational, multitasking and problem-solving skills.
- Knowledge of Microsoft Office Suite.
- Ability to accurately use/balance cash register for both admissions ticket sales and museum store sales.
- High school diploma.
- Love of history and museums.

Please send a cover letter, resume and three references to Lara Mather, Executive Director, at director@fourthwardschool.org, no later than Monday, February 26, 2018.