



Program Assistant

Part Time, 14 hours per week, \$16-18/hour

AIM is seeking an entrepreneurial Program Assistant to think creatively, build our audience and support our Programs Manager through the planning and execution of both longstanding and new events and programs. Working with a group of stalwart volunteers and the Program Manager, the Program Assistant will help plan and execute all public and education programs, virtual and on-site. Responsibilities include:

Educate: Dynamic and exciting public programs

- Assist the Program Manager, research, create and execute all free and revenue-generating public programs at the American Independence Museum with an eye to public engagement, audience growth, visibility and mission alignment
- In conjunction with the Program Manager, organize, coordinate and execute the annual American Independence Festival. Plan the event, and organize all aspects including volunteers, vendors, reenactors, contracts, timing and budget.
- In conjunction with Program Manager, research, develop and implement all new and existing education programs with a focus on curriculum standards
- Handle registrations for all public and education programs including phone inquiries, email correspondence and online sign-ups.
- Staff public and education programs
- Support the Executive Director and Advancement Officer in all aspects of fundraising for programs, including research for grant writing and communication with corporate sponsors

Engage: Audiences, Visitor Services & Partnerships

- Build relationships with local community and mission-aligned partners including local schools, Parks and Recreation departments, and other historic organizations
- Foster relationships with local non-profit organizations and local schools
- Serve on Education and Festival Committees

Inspire: Engagement at the museum

- Assist with development and installation of digital and physical interactives in museum exhibition spaces
- Work with museum staff to plan and execute programmatic components of events
- In conjunction with Education Manager and Collections Manager & Curator, create a welcoming, inclusive, educational and seamless visitor experience for all who engage with the museum
- Assist with museum operations, as needed

Candidates must have a Bachelor's degree as well as experience with innovative programming. The successful candidate will be detail oriented, a self-starter, enjoy working on a team, and have great communication skills. Applicants must be familiar with Microsoft Office; experience with Square POS or Little Green Light database a plus. This position is 14 hours per week, dependent on program schedule. Schedule to be decided between candidate and Executive Director, and is based out of the Ladd-Gilman House in Exeter, NH. Due to COVID-19, staff are working remotely. Nights and weekends required; employees must be flexible. We are an equal opportunity employer.

To Apply:

Please submit a resume and cover letter to director@independencemuseum.org by October 15. No phone calls please.

The American Independence Museum

Opened to the public in 1991, the American Independence Museum includes the 1721 Ladd-Gilman House, a National Landmark property, and the Folsom Tavern, built in 1775. The museum chronicles the pivotal role of the Town of Exeter and the Ladd and Gilman families in the nation's founding, as well as the origins of the NH Society of the Cincinnati. The museum's permanent collection of documents includes an original Dunlap Broadside of the Declaration of Independence and early drafts of the U.S. Constitution.