

PUBLIC HISTORIAN/EDUCATION AND OUTREACH COORDINATOR

Lane County History Museum (LCHM) is looking for a Public Historian/Outreach and Education Coordinator. Join our team and help us create engaging programs and events and make meaningful community connections! This position requires a knowledge and love of history, a good imagination, and a creative spirit. You will be responsible for representing the museum and historical society by providing history-based lectures and presentations, developing educational and outreach programs, and overseeing the development and publication of both our bi-annual journal and quarterly newsletters. We're looking for a self-starter full of ideas who enjoys working with people and building relationships. Above all, we need someone who is action-oriented and is willing to be flexible. Our staff is small but mighty and we are all used to wearing many hats, jumping in with both feet, and taking initiative when something needs to be done.

Necessary skills:

- Background in and/or strong interest in history
- Must have strong verbal and written communication skills
- Ability to plan, coordinate, and execute programs, events and long-term projects from conception to completion
- Familiarity with digital tools, social media, content management systems, and PastPerfect software
- Ability to work collaboratively with staff, volunteers, and the public
- Ability to be self-directed and work independently
- Must possess an Oregon driver's license and be able to connect with museums, schools, and historical organizations throughout Lane County

Additional desired skills:

- Experience marketing programs to the public and donors
- Knowledge of Oregon/Lane County history
- Previous teaching experience with other museums, schools, cultural organizations, or non-profits a plus
- Ability to lift 40 pounds and climb stairs

Responsibilities:

- Public speaking: Writing and creating museum and history-related presentations, in both a public historian and outreach context
- Media relations: Handling history-based media inquiries and interview requests
- Grant writing
- Organizing, editing and publishing LCHM quarterly newsletters and bi-annual journals and overseeing LCHM-specific reprinting projects
- Development and implementation of educational programs
- Organizing history pub and other museum events
- Fundraising
- Oversees docent program (recruitment and training)
- Represent LCHM at conferences and other events
- Attend and participate in internal and external meetings and museum functions
- Must be able to work at least one Saturday a month at LCHM history pub events and occasional evenings

Education:

Undergraduate or graduate degree in history, public history, museum studies, library and information science, or related fields

Compensation: \$65,000 Annually

Benefits: Medical benefits, 401(k), paid time off, paid holidays, vacation time

To apply: Please submit a resume, cover letter, and list of three professional references (in PDF form) to Robin Myers at r.myers@lchm.org

Applications will be reviewed on a rolling basis. NO PHONE CALLS PLEASE!

APPLICANTS MUST BE ABLE TO ATTEND IN-PERSON INTERVIEWS