



MORAVIAN HISTORICAL SOCIETY

214 East Center Street • Nazareth, PA 18064 • (610) 759-5070 • [www.moravianhistory.org](http://www.moravianhistory.org)

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## Collections Assistant/Education Coordinator

**The Moravian Historical Society** seeks an organized and detail oriented Collections Assistant/Education Coordinator to provide assistance with our collections care and educational outreach efforts. The Collections Assistant/Education Coordinator will provide documentation and care for the Museums' diverse collection of more than 20,000 objects following professional standards and practices. Working as part of a small team, the Collections Assistant/Education Coordinator assists with the acquisition, documentation, care, maintenance and handling, use and access, copyright, security, and environmental monitoring of objects. Using the PastPerfect database he/she will help manage the library, objects, and archives. This position requires precise attention to detail, strong communication and analytical skills, as well as the ability to manage multiple projects simultaneously and to work collaboratively and diplomatically. This position is also responsible for planning, developing, and delivering interpretative programs to a broad audience. Reporting to the Executive Director, the Collections Assistant/Education Coordinator will work closely with the entire staff to achieve the overall goals of the organization in accordance with the mission, vision, and values of MHS. The ideal candidate will have a passion for history and enjoy working in the nonprofit museum field.

### About the Moravian Historical Society

The Moravian Historical Society is a 501 (c) 3 nonprofit museum and historic site that celebrates the rich cultural legacy of the Moravians. Recognized nationally and internationally for its significant collection and historically important 18th century site and buildings, MHS shares this fascinating history through educational programs, guided tours, engaging museum exhibits, and public events. The collection consists of two Moravian structures—the 1740-1743 Whitefield House and the 1740 Gray Cottage, the oldest Moravian structure in North America—and more than 20,000 historical objects including furniture, decorative arts, paintings, works on paper, musical instruments, textiles, firearms, scientific instruments, metals, and other objects important to the story of early America. Also under the care of MHS are photographs, postcards, a large historical library, and archives of personal, missionary, and family papers, and genealogies.

### Key Accountabilities

1. Assist the Curator of Collections to manage all aspects of collections care following professional standards and practices.
2. Assist with the acquisition, documentation, care, maintenance and handling, use and access, copyright, security, environmental monitoring of objects.
3. Update and maintain the PastPerfect database, paper files, and archives.
4. Respond to and oversee requests from researchers.
5. Assist with exhibition planning, including research, preparing checklists and images of objects for exhibitions, and publications.
6. Conceptualize, plan, develop, and facilitate educational programming.

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7. Develop and implement projects and initiatives that help adult and youth audiences engage more deeply with history in the museum's collections and exhibitions.
  8. Create in person and online interpretive materials designed to be used in the museum or elsewhere.
  9. Lead museum tours for adult and youth audiences that employ sound pedagogical approaches.
  10. Track and assess the effectiveness and impact of programs and projects and make changes as necessary to serve the needs of diverse audiences.

### **Qualifications**

- Bachelor's degree with a major in history, museum studies, or education and related work experience of 1 to 4 years. Masters degree preferred.
- Demonstrated excellence in writing, public speaking, and verbal communication.
- Excellent organizational and interpersonal skills.
- Ability to work proactively and independently on multiple tasks while maintaining quality and meeting deadlines.
- Demonstrated experience in developing programming for youth and adults.
- Professional knowledge of best practices in K-8 education.
- Must be able to work evenings and weekends as needed to supervise programming.
- Ability to work with diverse audiences including children, families, volunteers, and older adults.
- Applicants should be sensitive to the role that museums play in society and have a passion to communicate history to a diverse audience.
- Experience with developing and delivering interpretative programs to a broad audience, and supervisory experience preferred.
- Knowledge of PastPerfect Museum Software.
- Familiarity with website content management, online education delivery, social media networks, scanners, and digital cameras.
- Knowledge of office programs including spreadsheets, database, and word processing.

### **Special Consideration**

The Museum is located in the historic Whitefield House, a 3 1/3 story building without air conditioning or an elevator. Various museum-related tasks including lifting moderate weights up to 30 pounds and working outside during events.

**Reports to:** Executive Director  
**Status:** Part Time  
**Compensation:** \$13.00 per hour with no benefits  
**Schedule:** 30 hours/week; Monday – Friday, with occasional weekend & evening hours.

### **To apply:**

- Please send a cover letter and resume to [director@moravianhistory.org](mailto:director@moravianhistory.org).
- Open until the position is filled.
- The Moravian Historical Society values diversity and is an equal opportunity employer. All employment is decided on the basis of qualifications, merit, and organizational need.