

Education Specialist

General purpose: Create and present educational programming for youth and adults.

Primary job duties: In collaboration with the Executive Director, the position will create, present, and/or coordinate educational programming for both youth and adults that contributes to the organization's mission to share the history of the Dangberg family and Carson Valley agriculture; as well as the history of Nevada, the West, and U. S. history; and other topics. These programs may consist of presentations on pertinent topics by the Education Specialist, presentations by invited experts, artifact displays, written materials, hands-on learning, or other methods to be determined. In support of that goal and also in collaboration with the Executive Director, the position will participate in the management (cataloging, storage, display) of a large artifact, photograph, and document collection. This position reports to the Executive Director and will supervise volunteers.

Job Type and Schedule: Part-time, year-round, on-site; 5-20 hours/week (adjusts seasonally), flexible scheduling Tuesdays through Fridays, with some Saturdays and evenings required. Seasonal and vacation flexibility provided.

Education: High school diploma required; preferred education is a Bachelor of Arts degree or higher in education, museum studies, history, agriculture, or other relevant discipline.

Minimum Experience: One year working or volunteering in an educational or museum setting.

Preferred Experience: The strongest combination of: experience creating and presenting educational/interpretive programs, especially for youth; experience using PastPerfect or other museum collection management database; experience handling, storing, and displaying historic artifacts, photographs, and documents.

Language skills: This position will be required to read and comprehend historic and contemporary materials written in the English language, and to communicate to program participants and partners in the English language. Proficiency in additional languages is always helpful.

Required Travel: Minimal and local; mileage reimbursement provided.

Compensation: \$18-20/hour, depending on experience. This position does not include any benefits, vacation, nor sick leave. This is a grant-funded position, with employment through the end of 2023 guaranteed (depending on performance), with the potential for continued year-round employment with additional hours possible. Preferred start date is ASAP; employment is probationary pending successful completion of a background check.

Other requirements and Information: Word processing and other basic PC computer skills. This position will spend time working in an historic house and requires the ability to climb stairs, handle large boxes, and carry 25 lbs., as well as U.S. citizenship, residency, or other legal right to work. The selected candidate will be required to pass an appropriate background check, including fingerprinting.

The workplace is Dangberg Home Ranch Historic Park, a public park at 1450 Hwy 88, Minden, NV, that is surrounded by a separate, working cattle ranch, and job activities take place both indoors and outdoors. Friends of Dangberg Home Ranch is an equal opportunity employer and does not discriminate against job applicants nor employees based on race/color, religion, sex, national origin, disability, age, pregnancy, sexual orientation, genetic information, gender identity or expression, domestic relations, or compensation or wages. Position is open until filled.

To apply: Send a resume or work history, with cover letter, to: director@dangberg.org or Friends of Dangberg, PO Box 1158, Minden, NV 89423.