



JACKSON HOLE HISTORICAL SOCIETY & MUSEUM

Program Assistant

Position Summary:

The Jackson Hole Historical Society and Museum seeks a Program Assistant to support both internal operations as well as partner projects, specifically Grand Teton National Park's historic preservation volunteer program. The program assistant will work closely with the JHHSM Executive Director and park staff to accomplish a variety of tasks relating to volunteer coordination, historic preservation project management, and museum administration.

Roles & Responsibilities:

Volunteer Coordination & Project Management

- Serve as primary point of contact for Grand Teton National Park's Hammer Corps historic preservation volunteer program – communicate regularly with volunteers and park cultural resources staff.
- Coordinate volunteer logistics, including housing, project orientation, arrival, departure, and daily volunteer/project needs.
- Assist crew leader (preservation carpenter) with purchasing and transporting project supplies, tools, and materials to the project site.
- Document volunteer work and ongoing preservation projects – complete a Final Report at the end of the summer season.
- Organize and complete required NPS volunteer paperwork.

Museum Administration

- Working in partnership with the ED, Board, and staff create the strategic five-year plan and implement new processes and approaches to achieve it.
- Maintain and promote a safe, efficient and productive office environment. Manage facility lease, business contracts, office resources, vendors, technology, and supplies.
- Keep office equipment and systems updated and in working order.
- Ensure museum facility security, housekeeping, and maintenance.
- Efficiently and effectively maintain administrative records.
- Oversee and assist with internal meetings, special events, projects.
- Provide back-up to other staff as needed.
- Work with accountant to process accounts payable and receivable.



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Qualifications: Experience and coursework in history, historic preservation, museum studies, administration or other related fields; oral and written communication skills; ability to work with a variety of people and multi-task; clears a Federal background investigation.

Skills: Strong interpersonal skills, detail oriented and organized, computer proficiency, basic graphic design.

Logistics: The position is a full-time temporary appointment through December 2019. Each week is split between the museum in Jackson, WY and the park headquarters in Moose, WY. A personal vehicle is required.