



Events and Programs Assistant

Position Summary:

Join History Jackson Hole (HJH) and be part of a team dedicated to bringing history to life! As a nonprofit organization, HJH tells the stories of Jackson Hole through exhibits, educational programs, and community partnerships. We steward and share artifacts and ideas that spark curiosity, forge connections, and inform the present through the past.

For summer 2025, HJH seeks an **Events and Programs Assistant** to help deliver engaging museum programming and support private events at the Jackson Hole History Museum. This temporary, seasonal position is a fantastic opportunity to gain hands-on experience in event coordination, museum operations, and community engagement while working in a vibrant cultural setting. Ideal dates: **mid-May through October 2025.**

Why Join Us?

- **Work in a Museum:** Be part of a team that brings history to life and creates memorable experiences for visitors.
- **Gain Valuable Event Experience:** Assist with the planning and execution of museum programs and private events.
- **Engage with the Community:** Connect with visitors, support educational initiatives, and help create a welcoming space for all.

Roles & Responsibilities

Museum Programs & Events

- Assist in the setup, execution, and takedown of museum events and public programs (evenings and some weekends required).
- Serve as a key point of contact, including being on-site, for private event rentals at the museum, ensuring a smooth experience for clients.
- Help create an inviting and engaging environment for all event attendees.
- Some lifting and moving (up to 50 lbs) may be required.

Front Desk & Visitor Services

- Serve as a backup front desk staff, welcoming visitors and ensuring a positive museum experience. This includes providing a lunch break to the Visitor Services Assistant as schedule allows.
- Assist guests in the museum store and provide information about exhibits and events.

175 E. BROADWAY AVE
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JACKSONHOLEHISTORY.ORG



Museum Operations Support

- Help maintain the museum's facilities, including light cleaning, organizing, and other operational tasks as needed.
- Provide support to various museum teams to ensure smooth daily operations.

Who We're Looking For:

Experience & Skills

- 1+ year of experience in customer service, visitor services, or event coordination.
- Comfortable using technology and learning new systems.
- Strong organizational skills and the ability to manage multiple tasks at once.
- Adaptable and able to work both independently and as part of a team.

Ideal Characteristics

- Passion for history and community engagement.
- Interest in working in a museum and cultural institution.
- Professional, proactive, and solution oriented.
- Flexible and eager to take on new challenges.
- Friendly, enthusiastic, and a great team player.

Position Details

Schedule: Mid-May through October 2025

- **20 hours per week**
- Generally, Wednesday, Thursday, Friday: **12:00 PM – 5:00 PM**
- Many evenings and weekends are required (some schedule flexibility may be available).

Compensation: \$22-24/hour

Reports to: Operations Director

To Apply: Send resume and letter of interest to Elizabeth Gerrits at elizabeth@jacksonholehistory.org

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