



Preserve Rhode Island Job Description



Title: Museum Associate for Lippitt House Museum, a property of Preserve RI

Summary: Provide assistance for all aspects of museum operations. Promote museum programs and activities including coordinating and providing content for social media channels, updating webpages, and editing videos for YouTube. Serve as the primary interpreter for house tours during the May – October tour season. Staff event rentals and museum programs. Monitor environmental conditions in the museum and provide care for objects and digital collections.

Primary Responsibilities & Percentage of Time

1. Lippitt House Museum Communications (45%)

- Coordinate and contribute content for Facebook, Instagram, and Twitter activity and manage social media calendar. Compile monthly social media analytics.
- Update museum's pages on Preserve RI website.
- Edit short videos and recorded public programs for posting on YouTube and social media.
- Promote museum programs and other activities through available outlets including online calendars, print, press releases, etc.

2. Museum Tours and Programs (20%)

- Under supervision of the Curator of Education, provide engaging guided tours drawing from Lippitt House Museum's interpretive themes and goals.
- Independently open and close museum and make sure spaces are ready for visitors.
- Contribute to the development of mission-based programs and assist with the planning and staffing.

3. Museum Event Rentals (10%)

- Respond to event rental inquiries via web, email, and phone; Coordinate site visits.
- Generate contracts for leasing museum spaces. Track payments and deposits.
- Maintain rentals calendar and availability for bookings.
- Be the main point of contact and coordinate specifics with clients and vendors.
- Assist with and coordinate event setup and breakdown with Property Manager.
- Coordinate cleanings with outside contractor.

4. Historic Interiors/Collections Care (15%)

- Monitor temperature, relative humidity, and condition of decorative paint finishes in interior spaces.
- Provide care for collection objects and the delicate painted historic interiors of the museum. Move, track, and store collections objects as needed for programs, etc.
- Organize and maintain museum's digital image collection.

5. Provide Administrative Assistance to the Lippitt House Museum Director (10%)

Roles and Responsibilities: The Museum Associate reports to the Museum Director. The Museum Associate works on the following Preserve Rhode Island staff team(s): Lippitt and Website. The Museum Associate supports the following committee of the Board of Trustees: Lippitt Advisory Committee.

Job Qualifications and Professional Skills:

- Bachelor's degree with studies in history, public history, museum studies, museum education, historic preservation, or similar fields preferred.
- Prior experience working, volunteering, or interning in historic sites and/or museums preferred.
- Prior frontline/customer service experience a plus.
- Experience with social media platforms.
- Familiarity with video editing, drag & drop web editing, and e-news applications.
- Proficiency with Microsoft Office.
- Strong oral and written communication skills, work independently, and demonstrate flexibility in changing situations.
- Ability to think creatively and demonstrate flexibility as part of a small staff with finite resources.

Environmental Conditions:

- Will be working in historic house with office on second floor without elevator access.
- Duties will take person on all floors of building as well as outdoors.
- On occasion will need to lift 50 pounds.

Hours/Schedule:

- May through October, Fridays are required to staff tours.
- June through August, 1 weekend day required to staff tours, event rentals, and programs as needed.
- Flexibility provided to work some hours from home. Work laptop provided.

Vaccination Policy:

Staff, interns, and volunteers will be required to show proof that they are fully vaccinated against COVID-19 as a condition of employment. Preserve RI will consider an exemption from the vaccine requirement if they are unable to get vaccinated due to a qualifying medical disability or a sincerely held religious objection. Preserve RI is not required to provide an accommodation or exemption from the vaccine requirement if doing so would pose a direct threat to others in the workplace or would create an undue hardship for Preserve RI.

Hours: 25 – 32 hours a week

Pay Range: \$17 - \$21/hour