



Heritage Sylvania Part Time Staff Job Description

5717 Main Street, Sylvania Ohio 43560

Summary

10-15 hours a week | \$13/hour

Heritage Sylvania is a multi-site historical and educational based non-profit located in Sylvania's historic downtown. As a part-time staff member, you will be involved in our programs, events, and the day-to-day operation of the Museum spaces. *We will provide all information and resources needed to succeed.*

Responsibilities and Duties

- Serve as a weekend museum docent at either the Lathrop House or Cooke-Kuhlman House.
- Participate either as a group guide or a demonstrator for our educational programs.
- Work with our archives and leadership team to organize and maintain the museum spaces.
- Work with our archives and leadership team cataloging and maintain the historical archives.
- Participate in our larger events spread throughout the year.
- Take on and learn new information regarding our spaces.

Requirements

- 10-15 hours a week
- Must be available either Saturdays or Sundays
- Must be available at least 2 mornings a week

Qualifications and Skills

- Comfortable speaking and engaging with the public
- Work well with kids
- Knowledge of Sylvania history a plus but not required
- Knowledge of early Ohio and the United States a plus but not required
- Able to work alone and with others
- Be able to lift at least 30 pounds
- Be able to stand for extended periods of time