

Hoard Historical Museum

The Hoard Historical Museum and the Fort Atkinson Historical Society is accepting applications for a part-time paid **Museum Educator**. This position works up to 20 hrs per week with a flexible schedule.

Pay is \$16 an hour.

Position assists with and develops museum programing, school/group outreach and marketing efforts. Qualifications include experience working with the public, children and groups; proven record of public programming experience; able to work with a variety of people; be self-directed, detail-oriented, trustworthy; and have a positive “can-do” attitude with a sense of humor. Equal Opportunity Employer.

Applications and position description are available at the Museum,
Tuesdays through Saturdays, 9:30 to 4:30 pm
or online at www.hoardmuseum.org

Deadline for submission of applications is September 1, 2026, 4:30 p.m.

401 Whitewater Avenue, Fort Atkinson, WI. 920 397-9914 info@hoardmuseum.org

Hoard Historical Museum

Position Description

Position: Museum Educator

Date: May 2026

Hours: 20 hours a week during the Museum's open hours: Tuesday-Saturday, 9:30 am - 4:30 pm with occasional evening, Sunday and/or Monday hours.

Pay: \$16 an hour; no benefits but vacation hours offered.

Position Goals

The goal of this position is to assist the Museum in the implementation and improving awareness of the programs and activities offered by the Museum for the public. This position is responsible for planning or assisting in planning of the museum's programs and also working to ensure that the public is aware of the program.

Position Summary

This position has two interconnected roles that complement one another: education/outreach and marketing. For the education role, this position assists with development, planning, implementation, and evaluation of public programs and events that support the Hoard Historical Museum's mission and exhibits in conjunction with the Museum's administrative staff. For the marketing role, the position also develops, plans, and implements the Museum's marketing efforts in conjunction with the Museum's administrative staff. The position reports to and is trained and supervised by the museum director.

Primary Responsibilities

1. Assist with the research, planning, development, promotion, implementation, and evaluation of museum programs and events including new programs or events.
2. Plan and organize educational programming, including scheduled fieldtrips, with assistance of museum administrative staff.
3. Maintain and analyze annual program data and evaluations; propose changes to programming based on available data
4. Assist with the development of marketing strategies using print and social media marketing.
5. Review current marketing and assist with development of solutions within Museum's marketing budget.
6. Assist with daily operation of museum, including turning on/off exhibit lights, answering phone calls and in-person inquiries, and assisting with gift shop operation and visitor greeting functions, as needed.
7. Assist with other duties as needed.

Qualifications Required

Currently enrolled in or graduated from an undergraduate program with a focus on museum studies, public history, education, theater, and/or history.

Experience working with the public, children, and groups. Previous public speaking experience and teaching experience strongly preferred but not required.

Excellent interpersonal communication skills. This includes the ability to communicate orally and in writing with the Director and all other personnel, volunteers, schools, and visitors.

Excellent written communication skills. This includes the ability to produce marketing materials including ad copy, flyers, press releases and more as needed and as directed by the Museum Director.

Excellent organizational skills and attention to detail.

Able to work independently and stay on task.

Proficiency with Microsoft Word Office applications.

Proven proficiency in the social media/digital marketing tools currently used by the Museum: Facebook, Instagram, Canva and YouTube or similar programs.

Active interest in the activities and services of The Hoard Museum and willingness to learn about the operations of the Museum.

Ability to team-lift and move up to 50 pounds

Record of unquestioned trust by previous employers and must pass criminal background check.

The Fort Atkinson Historical Society is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the historical society will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Hoard Historical Museum **Application for Employment**

Last name _____ First name _____ Middle name _____

Street Address _____

City _____ State _____ ZIP _____

Telephone _____

Birthday (to complete required background check) _____

Are you a U.S. citizen or otherwise authorized to work in the U.S. on an unrestricted basis? ☐ Yes ☐ No

Are you available to work Tuesday-Friday with the occasional Saturdays? ☐ Yes ☐ No

Are you available to work occasional evenings and Sunday afternoons? ☐ Yes ☐ No

If no, what hours are you available? _____

When can you start? _____

Have you ever been convicted of a felony? (This will not necessarily affect your application.) ☐ Yes ☐ No

If yes, please describe conditions. _____

Education **School Name and Location** **Year** **Major** **Degree**

High School _____

College _____

College _____

Post-College _____

Other Training _____

Employment History (Start with most recent employer)

Company Name _____

Address _____ Telephone _____

Date Started _____ Starting Wage _____ Starting Position _____

Date Ended _____ Ending Wage _____ Ending Position _____

Name of Supervisor _____ May we contact? ☐ Yes ☐ No

Responsibilities _____

Reason for leaving _____

Company Name _____

Address _____ Telephone _____

Date Started _____ Starting Wage _____ Starting Position _____

Date Ended _____ Ending Wage _____ Ending Position _____

Name of Supervisor _____ May we contact? ☐ Yes ☐ No

Responsibilities _____

Reason for leaving _____

Company Name _____

Address _____ Telephone _____

Date Started _____ Starting Wage _____ Starting Position _____

Date Ended _____ Ending Wage _____ Ending Position _____

Name of Supervisor _____ May we contact? ☐ Yes ☐ No

Responsibilities _____

Reason for leaving _____

Skills and Abilities

What other skills, qualifications, or experience should we consider?

Personal References: Please list three (nonfamily) references that we may contact

Name: _____ Phone Number: _____

Relationship: _____

Name: _____ Phone Number: _____

Relationship: _____

Name: _____ Phone Number: _____

Relationship: _____

I certify that the facts in this application are true and complete to the best of my knowledge. I understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal. The museum is hereby authorized to make any investigations of my prior educational and employment history. I understand that employment at this company is "at will," which means that either I or this company can terminate the employment relationship at any time, with prior notice, and for any reason not prohibited by statute.

Signature _____ Date _____

Our policy is to provide equal employment opportunity to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, ancestry, physical or mental disability, or veteran status.