



## **Job Title: Museum Collections and Interpretive Assistant, Full Time**

**Salary:** \$45,000, annually

**Location:** Buffalo, NY. In-person with occasional hybrid option.

**Application Deadline:** November 15, 2024, anticipated start date January 2025.

### **Overview:**

The Museum Collections and Interpretive Assistant will play a vital role in supporting the Michigan Street African American Heritage Corridor, focusing primarily on the Michigan Street Baptist Church and Nash House Museum. Key responsibilities include assisting in the scheduling and coordination of tours, training volunteer docents and guides, and developing and delivering interpretive on-site and outreach programming.

As the Corridor grows, responsibilities could include assisting in the creation, documentation, and maintenance of new and existing collections and archival materials in databases and storage systems and contributing to the development and creation of exhibit content. This position requires a detail-oriented and organized individual with a passion for preserving and sharing African American heritage and history.

This is a two-year, grant-funded position with the potential for extension, contingent upon future funding and performance.

### **Responsibilities:**

- Assist in the scheduling and coordination of tours and volunteer docents. Fill in for volunteers as needed.
- Assist in the development and delivery of interpretive on-site and outreach programming.
- Assist in conducting research to inform and enhance interpretive content for exhibits, including research and selection of comparative figures, illustrations, and supporting materials for interpretive materials, including text, audio, video, and web-based content.
- Assist in writing and editing original interpretive content scripts for exhibits and exhibit sections, primary and secondary exhibit labels, and artifact labels, aimed at enhancing visitor engagement and supporting audience needs.
- Perform other duties as assigned.

### **Knowledge, Abilities, and Skills:**

The ideal candidate will be well-versed or passionate about African American heritage and history. The candidate must be able to work collaboratively with various stakeholders. Strong organizational, research, writing, communication, and collaboration skills are essential, along with proficiency in database management systems, creative problem-solving abilities, and the capacity to manage multiple tasks and meet deadlines.

### **Minimum Qualifications:**

The minimal education equivalent to a bachelor's degree in history, education, museum studies, library sciences, African American History, Underground Railroad or related area; plus, one year of experience in museum or educational programs, or a related field. Graduate education and degree a plus.

### **Our Mission:**

As an advocate for the community, the Michigan Street African American Heritage Corridor Commission endeavors to integrate the African American cultural significance and impact on Buffalo's history through public



engagement, community education that will invigorate, inspire, and enliven cultural appreciation, preservation and community development.

### **Salary and Benefits:**

The position offers a competitive salary of \$45,000 annually. Employees are eligible for a comprehensive benefits package that includes health insurance, paid time off (PTO), and vacation time. We also offer a flexible, hybrid work schedule, allowing for a combination of remote and in-office work when applicable, to promote a healthy work-life balance. This is a two-year, grant-funded position with the potential for extension, contingent upon future funding and performance.

### **Background:**

The Michigan Street African American Heritage Corridor Commission was founded in 2007 by a piece of NYS Legislation to create a historic preservation area on Buffalo's east side. The historic area directly corresponds with the Corridor's 4 core "Cultural Anchors." The Anchors are key to the Commission's success and mission. The Anchors are: The Michigan Street Baptist Church, the Nash House Museum, the Historic Colored Musicians Club, and WUFO Black History Radio Collective. The Corridor provides an administrative support system for the Anchors. The Corridor serves as the connector of the past, present and the future for the historic neighborhoods within the Corridor. This role will support our efforts to promote the past by working closely with the Anchors to highlight the stories of the history makers who lived here.

### **Equal Opportunity Employer Statement:**

The Michigan Street African American Heritage Corridor is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. The Michigan Street African American Heritage Corridor makes hiring decisions based solely on qualifications, merit, and business needs at the time.

### **Application Instructions:**

To apply for this position, please submit your resume and cover letter to [info@michiganstreetbuffalo.org](mailto:info@michiganstreetbuffalo.org). Include **Museum Collections and Interpretive Assistant** in the subject line. Applications will be accepted until November 15, 2024.