

Brent D. Glass, LLC is seeking a part-time Museum Assistant to join our team for the Sing Sing Prison Museum (SSPM). The SSPM is looking for a highly organized, self-directed, and motivated individual who can handle a wide range of responsibilities efficiently and in an organized manner. This is a great entry-level opportunity for someone who wants to learn the inner workings of a growing museum. The Sing Sing Prison Museum, based in Ossining, NY, is dedicated to telling the complex and compelling history of one of America's most famous prisons and to challenging visitors to imagine a more equitable justice system and build a better society.

Reports to: Assistant Director, Sing Sing Prison Museum

FLSA Status: Non-exempt

Schedule: Part-Time (12/hrs a week at \$20/hr)

Primary Duties and Responsibilities:

- Assist Executive Director, Assistant Director, and Collections Manager with administrative work for board, committees, donors and partnership meetings, including preparation and coordination of meetings, research and assembly of materials, recording meeting minutes, and other related tasks
- Manage independent project as assigned, including prospect research, administrative projects, and data analysis
- Answer general email and phone inquiries

Board Liaison

- Schedule meetings, prepares packets/materials, and coordinates any technical requirements
- Takes and prepares minutes from Board meetings and some committee meetings

Special Projects/Grants

- Grants management and organization

Digital Media

- General website updating

Key Skills, Abilities and Experience:

- B.A degree in history, museum studies or related discipline required,
- Ability to work collaboratively
- Proficiency in Gmail, Google Docs, Excel, Word
- Knowledge of Mailchimp
- Excellent communication skills and writing and proofreading abilities
- Knowledge of eTapestry

The Sing Sing Prison Museum encourages individuals of all ethnic, racial, and socioeconomic backgrounds to apply for this position. We are committed to maximizing the diversity of our

organization and want to engage all those who can contribute to this effort. The Sing Sing Prison Museum provides equal employment opportunities to all qualified individuals and does not discriminate on the basis of any protected characteristics prohibited by applicable law.

We value the health and safety of all employees. We encourage all employees to be vaccinated against the COVID-19 virus or to demonstrate a negative virus test on a weekly basis.

The Sing Sing Prison Museum is an Equal Opportunity Employer.

Please send cover letter and resume to: [info@singsingprisonmuseum.org](mailto:info@singsingprisonmuseum.org)

Preference will be given to applications received by August 16, 2021.