



## Temporary Program Assistant November-December 2020

**Location:** The History Center, 302 E. Berry Street, Fort Wayne, Indiana 46802

**Description:** The History Center is home to the Allen County-Fort Wayne Historical Society, its museum and collections of more than 26,000 artifacts, photographs and documents. Our mission is to serve present and future generations by collecting, preserving, and sharing historic artifacts, documents, and images that describe the people, places, and events that define Fort Wayne and Allen County history. To assist with this work, the History Center holds its largest annual fundraiser, the Festival of Gingerbread, at the start of each December.

**Responsibilities:** Program assistant will assist with the History Center's Festival of Gingerbread, helping to staff the Festival and assist with special events. Duties may include but will not be limited to: monitoring safety, social distancing, mask wearing, and rule following during regular Festival hours; providing instructions and directions to visitors; assisting with the cash register; helping to sanitize museum space; providing an extra set of hands for weekend Holiday events including preparation, set-up, and takedown; and assisting with several weeknight events.

**Requirements:** Candidates should be motivated and willing to help with a wide variety of tasks. This position **will require** work on some nights and weekends throughout its duration. Candidates must be willing to work odd hours during the position's duration.

**Desired Qualifications:** The assistant must be able to work as part of a team as well as handle individual responsibilities. Should be willing and able to positively interact with the public and work quickly and efficiently with others. Previous event experience and familiarity with the Festival of Gingerbread is preferred, but not required. Please send in a cover letter and resume to [administration@fwhistorycenter.org](mailto:administration@fwhistorycenter.org).

**Employment Length:** The Program Assistant position is a temporary, four week position. It begins roughly the third week of November and continues through the third week of December.

Applications will be considered and reviewed on a rolling basis.