



**Seward House Museum**  
**Auburn, NY**  
**Museum Education Assistant**

**Overview:** The **Seward House Museum (SHM)** fosters curiosity and promotes learning by providing an immersive connection with the past. Located in downtown Auburn, NY, the SHM is an anchor institution and a critical economic driver in the vibrant cultural heritage tourism industry.

**Position Summary:** The **Museum Education Assistant (MEA)** is a new temporary, part-time, grant supported position that offers an excellent opportunity for an emerging museum professional, recent graduate, or advanced undergraduate or graduate student from Museum Studies, Public History, or other program. A bachelor's degree in these fields is preferred but not required; current students in these or similar fields seeking hands-on museum experience are also encouraged to apply.

The MEA will report to the Director of Education and work within the SHM's Education Department. Primary responsibilities will include providing interpretive tours of the museum's galleries, greeting visitors and completing transactions in the museum's visitor center and retail space, providing logistical support for museum programs, assisting with light cleaning, and other administrative duties as required.

**Job Responsibilities:**

- Train with the Education Department to learn an hour-long interpretation of the Seward family; once cleared, lead guided tours of the museum's historic interiors and exteriors.
- Assist with group tours, field trips, and specialty extended or thematic tours of the SHM.
- Conduct admissions and retail sales using Squarespace at the museum's front desk.
- Act as a regional ambassador by providing basic hospitality services like promoting additional tourism destinations, providing information on parking and wayfinding, recommending local dining options, etc.
- Providing logistical support for museum events both on and off-site.
- Assisting with the cleaning of exhibit and public spaces.
- Performing light clerical work, answering phones, and completing other general administrative duties in an office setting.

**Qualifications:** Demonstrated ability to interact positively with diverse public audiences, ability to work effectively with colleagues in a team environment, and demonstrate accountability, punctuality, and effective time management. Highly effective verbal and listening communication skills and a commitment to communicate clearly and professionally. This position requires a positive attitude, a high level of energy and motivation, and the ability to



work both independently and as an effective team member. Ability to physically perform duties that require standing, walking and sitting for extended periods, traversing the 2-acre property, navigating flights of stairs, working in storage environments, and lifting and carrying up to 20 pounds.

Must be available to work weekends, including Saturdays and some Sundays, as well as occasional evenings for events.

**Compensation & Benefits:** This is a part-time, grant supported (16 hours/week), seasonal position that extends to the end of December 2026. There is the possibility for position renewal in 2027.

Compensation is **\$20/hour**.

**To Apply:** Submit your **cover letter**, **resume**, and **contacts for three professional references** to both: [outreach@sewardhouse.org](mailto:outreach@sewardhouse.org) and [education@sewardhouse.org](mailto:education@sewardhouse.org) by: **September 11, 2026**.

**No phone calls please.**

**Applicants are encouraged to apply early as candidates will be considered on a rolling basis.**

All applications are confidential. SHM is an EOE/D/V/M/F employer.