



AMERICAN HISTORICAL SOCIETY  
OF GERMANS FROM RUSSIA  
Honoring our Past • Embracing the Future

## AMERICAN HISTORICAL SOCIETY OF GERMANS FROM RUSSIA

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402.474.3363 | [www.ahsgr.org](http://www.ahsgr.org)

### **JOB ANNOUNCEMENT**

#### Museum Services & Volunteer Coordinator

The mission of the American Historical Society of Germans from Russia (AHSGR) is to discover, collect, preserve, and share the history, cultural heritage, and genealogical legacy of Germanic Settlers in the Russian Empire.

Founded in 1968, we have 3,000 members worldwide, a museum campus with replica buildings and artifacts of German Russian heritage, a robust publishing program, and a research library that houses the largest collection of German Russian ancestral records and documents in the Western Hemisphere.

You are invited to learn more about us at: [ahsgr.org](http://ahsgr.org)

### **JOB SUMMARY**

Provides oversight of the museum's volunteer program, tours, and educational offerings.

### **JOB ACCOUNTABILITIES**

- Coordinates group tours of the headquarters building, museum exhibits, historic structures, and neighborhood (a Historic District)
- Develops and oversees in-person and online educational programs highlighting the museum collections, historic buildings/neighborhood, and archival resources
- Works with staff to develop meaningful volunteer opportunities that benefit the volunteer and organization, recruits volunteers, and develops and oversees volunteer training and schedules
- Provides direction for the volunteer program and develops policies and procedures as needed and as directed
- With direction from Executive Director, supervises museum collection volunteers
- Hires, trains, and supervises one part-time seasonal intern/employee
- Serves on staff teams providing vision and oversight for visitor/member engagement, exhibition planning (online and onsite), and online content creation
- Answers the telephone, greets museum visitors, and helps with bookstore sales when needed
- Provides logistical and organizational support during the annual convention (online and/or in-person)

### **QUALIFICATIONS**

The ideal candidate possesses a bachelor's degree, experience conducting tours and public programs, and supervisory skills.

### **PREFERRED KNOWLEDGE/SKILLS/ABILITIES**

- Supervisory experience of paid and volunteer staff
- Paid or volunteer experience in a museum setting is a plus
- Demonstrated ability to learn and work with varied technologies and systems
- Excellent organizational skills, experience prioritizing workflows, and attention to detail

- Proficient written and oral communication skills
- Adaptability and the ability to work positively and collaboratively with the public, researchers, and the staff team

### **POSITION CONDITIONS**

- Part-time position, hours Monday-Friday, some flexibility in work schedule
- Occasional evening and weekend events/meetings
- Occasional same day or overnight travel

### **SALARY AND BENEFITS**

- \$18 per hour
- Accruing PTO and retirement plan with employer match

### **TO APPLY**

Resumes must be received by April 30, 2022. Email letter of interest and resume in PDF format to [darenz@ahsgr.org](mailto:darenz@ahsgr.org) using the job title and your name in the subject line (example: Museum Services\_Sally Smith). All attachments should include your name in the file name (example: Sally Smith\_Resume). Interviews will be scheduled for early to mid-May.