



Assistant Tutor, Historic Deerfield Summer Fellowship Program Job Description

JOB SUMMARY:

The Assistant Tutor position provides program support to the Director of the Summer Fellowship Program and mentors seven undergraduate fellows. The Fellowship Program runs for nine weeks over the summer from early June to early August, and the Assistant Tutor will need to arrive in Deerfield approximately one week earlier (May 27) for orientation and preparation and to stay a week after for Program wrap-up (August 9), constituting about 11 weeks on site. This position reports to the Director of Academic Programs.

COMPENSATION:

This is a non-benefit eligible position with compensation equal to \$5,500.00 for the 11-week period. Furnished accommodations and all meals are included.

CORE DUTIES:

- Assists with seminars on early New England history, material culture, and museum studies.
- Advises, assists, and mentors undergraduates' independent research and writing projects.
- Lives in the building with fellows and oversees residential life including daily meal details.
- Monitors evening hours at the museum's research library.
- Participates in museum day-trips and a week-long trip at the end of the program that includes out-of-state travel.
- Provides other administrative support and A/V set-up as needed.
- Assists with Program wrap-up; contributes a reflective piece about the program to the Summer Fellowship Program Alumni newsletter.

KNOWLEDGE, SKILLS AND ABILITIES:

- Minimum requirements: Master's level coursework in History (American) or related discipline (American Studies, Art History, Public History, etc.)
- Strong organizational skills and an accompanying interest in and ability to collaborate and work in group settings.
- Applicants must hold a valid driver's license and be comfortable with driving a minivan for extended distances during museum visits and the week-long trip.
- Museum or other public history experience, as well as residential life experience, is a plus.

PHYSICAL REQUIREMENTS:

- Frequently stand/walk, lifting of 20 lbs., sit, perform desk-based computer tasks, use a telephone, and grasp lightly/fine manipulation.
- Occasionally twist/bend/stoop/squat, reach/work above shoulders, grasp forcefully, writing by hand, sort/file paperwork.
- - Consistent with its obligations under the law, the Museum will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of their job.

WORKING CONDITIONS:

- The Assistant Tutor will regularly work evening and weekends, and possibly holidays, as required by operational considerations.
- Daily travel on campus to departments/buildings and occasional travel to off-campus locations.

HOW TO APPLY:

- Send a resume and cover letter to jobs@historic-deerfield.org
- All applications are due by March 18.

ABOUT HISTORIC DEERFIELD:

Historic Deerfield is a nationally renowned cultural history museum situated in an authentic 18th- century New England village in the Connecticut River Valley of Massachusetts. Its historic houses and world-famous collection of early American decorative arts open doors to new perspectives that inspire people to seek a deeper understanding of themselves, their communities, and the world.