Thurber House
Program Assistant

About Us: Thurber House

Thurber House is a nonprofit literary organization and museum located in the restored home of author and cartoonist, James Thurber. We offer author readings all year round and our creative writing classes encourage and inspire writers ranging from preschool age through adult. Our mission is to celebrate the written word for the education and entertainment of the broadest possible audience and to continue the legacy of James Thurber. *Thurber House: Where laughter, learning and literature meet.*

Full-Time Job Opportunity: Program Assistant

Thurber House is a seeking a Program Assistant who will share time between Adult Programming and the Children's Education Departments. This position is a full-time exempt position and reports directly to the Education Director.

Job Description:

The majority of the time will be working with the Children's Education Department and our creative writing programs. Workshops take place at libraries, our literary center, in schools, and other community organizations. Duties include but are not limited to, handling all registrations, online forms and health forms, updating the website and social media, keeping contact with parents and teachers, managing several programs from beginning to completion including hiring teachers, managing a budget and completing evaluations. The candidate will work in tandem with the Director of Children's Education. The candidate will also teach creative writing workshops, lead interns and counselors, present in the community, sit on different committees and be involved in the overall success of the department. THERE ARE SEVERAL EVENING AND WEEKEND COMMITMENTS THROUGHOUT THE YEAR. Flexibility on evenings and weekends is a must.

The Program Assistant will also assist with aspects of all the adult classes, readings and special events. This includes but is not limited to, event set-up and tear-down, minor lifting, helping with registration, working with the public, handling money transactions, and reporting to the Deputy Director

and the General House Administrator on event nights. The candidate will also help with Museum tours and readings as needed.

Qualifications:
A successful candidate must have a sense of humor and enjoy reading and writing. We are a small staff that works as a team and is looking for someone who can add input, take initiative, and responsibility while working well with others. The ideal candidate is punctual, able to work well under pressure, highly detail oriented and thorough, comfortable interacting with the public, has good presentation skills, and will have a strong command of grammar and spelling. The candidate must be passionate about working with students of all ages and abilities and have teaching experience.
Flexibility with after hours and evening programs is critical.

Requirements:
At least 2 years of experience working in a pre-K to high school age setting
2-4 years of office experience
Knowledge of Photoshop and InDesign
Pass Background Check
Valid transportation, insurance, and driver's license

Please email cover letter with salary requirements and resume to Meg Brown at megbrown@thurberhouse.org. We will accept applications until the position is filled.