



National Society of the Sons of the American Revolution

Position: Collections & Education Coordinator

Status: Full Time

Location: National Headquarters – onsite position
809 W. Main St
Louisville, KY 40202

National Society of the Sons of the American Revolution (NSSAR or SAR) is a male lineage society with national and international membership. Founded in 1889, its headquarters is on Museum Row in Louisville, Kentucky. SAR is a non-profit, non-partisan organization dedicated to promoting patriotism, preserving American history, and promoting education to future generations.

The Collections and Education Coordinator at the National Society of the Sons of the American Revolution is a dynamic and creative individual who is the main support for the Director of Education & Outreach and Curator & Program Exhibit Director. This role requires a passion for American history, civics, and education.

Responsibilities:

- Assist in presenting diverse student and community programming on colonial/American Revolution history and civics both on and offsite
- Assist in creating educational content and complimentary hands-on activities using historical research skills for programming and the Outreach Education website (education.sar.org)
- Prepare supplies and materials for educational programming.
- Assist in the administration of NSSAR Youth Awards Programs
- Assist in planning and executing special events.
- Assist Curator in cataloging, managing collection records, and collection maintenance.
- Assist Curator in implementation of exhibitions, including research and writing exhibit text.
- Conduct research on collection and exhibition-related topics.
- Interact and maintain active relationships within the cultural community.
- Assist with volunteer management.
- Provide exceptional customer service to SAR members and the public
- Provide support to other SAR departments as needed.
- Assist, in collaboration with the Marketing Manager, to promote educational programming, collections, and exhibitions.

Required Qualifications:

- A bachelor's degree in history, education, museum studies, library science, or a related field, master's degree a plus
- 2-3 years of experience in collections management, education, and/or museum programming
- Excellent written and verbal communication skills.
- Strong organizational and project management skills

- Proficiency in Microsoft Office, experience with PastPerfect, Adobe Suite, and photography a plus
- Ability to be a team player, flexible, as well as work independently.
- Ability to lift and move objects up to 40 lbs. occasionally.
- Presentation and public speaking skills
- A passion for American history and education
- Ability to work with SAR members, volunteers, and students/visitors of all ages and backgrounds.
- Ability to occasionally attend committee meetings, programming or events on evenings or weekends.

Benefits:

As an employee of the organization, you will be eligible to participate in a number of SAR-sponsored benefits including health, dental and vision insurance, LTD and Life Insurance, other supplemental benefits, vacation, personal time off, holiday pay, paid parking, and the ability to contribute to a company-matched retirement plan.

To apply, please send resumes and cover letter to rsauer@sar.org