We are seeking a permanent part-time

MUSEUM SPECIALIST

to work at the Howe House Museum

in Phelps, NY, up to 21 hours per week.

This person will assist in research, enhancing exhibits, managing collections with cataloging and documentation, supporting daily business operations and docent responsibilities. Preferred skills include strong interactive people skills, interest in local history, museum/PastPerfect experience, along with attention to detail and ability to work with the Board, many volunteers and members of the Historical Society, taking the initiative to be the face of the Museum for the community!

Qualified candidates should submit a resume with a brief cover letter to the address below:

Phelps Community Historical Society

(MUSEUM SPECIALIST)

66 Main Street, Phelps, NY 14532

histsoc2@gmail.com

Part-time position - Wed., Thurs., Fri. • 9:00-4:30pm

Hourly pay range from $18 to $20 per hour, based on experience.

APPLICATION DEADLINE: DEC. 2, 2026