



## OUTREACH FIELD WORKER

**Job Type:** Contractor

**Job Duration:** 4 months

**Contractor compensation:** \$30,000-35,000 plus travel expenses; contractor will be paid on an hourly basis

**Required travel:** likely three one-week road trips in New York State

**Timing:** approximately MAY 2025 – AUGUST 2025

Do you love museums? Especially small ones? Do you enjoy meeting the staff and volunteers that are behind so many museums? And do you love data? If the answer is YES to all of these questions, we would love to hear more about you and how you might fill this contract position!

### **Overall project description:**

Wilkening Consulting has been retained by New York State to conduct an operational survey of New York State Museums. As part of this project, we are seeking two **Outreach Field Workers** to assist the **Museum Outreach Director** in maximizing participation in this critical research. If you are passionate about museums, and are excited to help collect important data, we want to hear from you!

### **Contractor responsibilities:**

Outreach Field Workers will be responsible for direct outreach to museums, helping them complete the data collection survey, and assisting with travel to support in-person visits when necessary.

Project responsibilities include:

- Support the Museum Outreach Director in engaging museums across New York State, ensuring participation in the survey
- Conduct outreach via phone, email, and in-person visits to encourage museum staff and volunteers to complete the survey
- Provide assistance to museums in completing the data collection survey, offering guidance and troubleshooting as needed
- Track museum responses and follow up with non-participants to ensure a high level of engagement
- Travel as needed for in-person visits to museums to provide hands-on assistance with survey completion

*While 100% participation by NYS museums is the ultimate goal, a realistic goal is a 60 – 70% participation rate.*



## Contractor qualifications:

### Experience:

- Has worked in the museum field; small museum experience preferred
- Familiarity with the operations of different types and sizes of museums
- Ease with talking to strangers, including phone and email communications
- Ability to engage with volunteers and museum staff, building relationships and encouraging participation.
- Strong organizational and planning skills to manage outreach efforts and travel logistics
- Basic data collection skills and experience working with museum data (attendance, budgeting, etc.)
- Ability to work independently and manage your own time effectively
- Ability to travel within New York State for in-person visits as required

### Other desired attributes:

- Ability to build strong relationships with museum board, staff, and/or volunteers
- Strong written and verbal communication skills
- Enthusiasm for museums, particularly small cultural organizations
- Persistence
- Familiarity with New York State museums

This position requires a valid driver's license (candidate should be comfortable driving a car) and the ability to travel around New York State for in-person visits to museums as needed.

## Contractor compensation and budget:

We expect this contractor to be working full-time on this project for approximately four months. The budget for this work is \$30,000 to \$35,000 plus pre-approved expenses (including travel expenses, etc.). Contractor will be paid on an hourly basis.

As a short-term contractor, you are responsible for providing your own equipment and fulfilling the contracted goals. You are also responsible for any tax obligations, benefits, etc.

## To apply:

We've put together a short questionnaire for interested contractors to complete. You can find the questionnaire below, and when you are ready, go to [this link](#) to submit your initial proposal.

**Please do not call or email us about the position. We'll share our progress on hiring this contract position on our [website](#), and try to be as transparent as possible.**

We can't wait to hear from you!

*Wilkening Consulting will not discriminate against any employee or applicant for employment because of race, creed, color, religion, national origin, sex, sexual orientation, gender identity, age, disability or marital status, and will undertake or continue existing EEO programs to ensure that minority group members and women are afforded equal employment opportunities without discrimination, and shall make and document its conscientious and active efforts to employ and utilize minority group members and women in its work force.*

# HIRING QUESTIONNAIRE

1) Your name:

2) Your email address:

3) Your location (city, state):

4) How did you hear about this position?

5) What types of museums have you worked in? (If multi-disciplinary, indicate all disciplines.)

Art museums

History museums or historic sites

Botanical gardens or arboreta

Zoos or aquaria

Children's museums

Science centers or museums

Natural history museums

I have never worked at a museum

Other -please specify: \_\_\_\_\_

6) Why are you interested in working with museums specifically? What makes museums important to you?

7) Tell us about one or two museum-related projects you've worked on that you are particularly proud of.

8) Imagine a small historical society that is either run by volunteers or has one staff person. That museum has just received a request from their state to fill out a data form that includes attendance data, budget information, and a few other things. They have very little to none of this information.

- What would be your approach for helping them?
- What resources would be helpful to you to support them?
- How would you reach out to them to offer help?

9) Outside of museum work, what are you curious about?

**10) If you have any immediate questions about the position, please share them here. It's OK if you don't have any yet.**

**11) Upload your resume only here (and please NO cover letter. Seriously, we won't read it. Your thoughtful response to this questionnaire is all we need!)**

*Allowed types: png, gif, jpg, jpeg, doc, xls, docx, xlsx, pdf, txt, mov, mp3, mp4  
Max file size: 500 KB\**

**12) Please provide 2 - 3 references here.**

*NOTE: we will only be contacting references of individuals who have been interviewed. We would like you to share them now, however, so we know who are the people that are supporting you and cheering you on.*

**13) Thank you so much for your interest! If you have anything else you wish to share with us, you can do so here.**

**Otherwise, please click on "submit" or the forward arrow and you should receive an email confirmation of your application. (It may take a couple of hours for the confirmation to appear in your inbox.)**

- Susie Wilkening and the Wilkening Consulting Team

Thank You!