

POSITION DESCRIPTION

Education Coordinator

Temporary Position

Objective:

The Education Coordinator creates, plans, and oversees student educational programs for the museums and serves as a liaison between the organization and the public, private, and home school systems in the region.

The Education Coordinator is a professional non-exempt staff position that is temporary part-time and not subject to full-time benefits.

Level of Responsibility:

Reports to: Executive Director

Supervisory duties: Supervises volunteers at educational programs

Essential Functions & Responsibilities:

1. Develop on-site interdisciplinary programming and materials that meet state curriculum standards and connect to local history and the museum's exhibits at the Pennyroyal Area Museum, the Woody Winfree-Fire Transportation Museum, and Beverly Academy
2. Develop interdisciplinary programming and materials for in-school and other off-site presentations that meet state curriculum standards and connect to local history
3. Create any marketing materials necessary to promote museum programs to schools
4. Create post-program evaluations for teachers and students
5. Seek out partnerships with other organizations that promote education
6. Greets visitors & collects admissions
7. Operates Point of Sale system for admission and merchandise sales
8. Answers phones and assists visitors with information, directions, etc.
9. Orients visitors to museum exhibits; points out any special exhibits

Qualifications and Essential Skills:

- A bachelor's degree in education or a related field with a minimum of 3 years' related work experience preferred
- Has demonstrated knowledge of state educational curriculum standards
- Exhibits strong oral and written communication skills
- Exhibits a proficiency with computers including but not limited to Microsoft software

Duration: April 1 – August 30, 2019

Schedule: Tuesday – Friday, 10am-4pm; occasional Saturdays, 10am-2pm;
24-28 hours per week

Compensation: \$15.00/hour