

## **Job Description**

### **Education Coordinator Enfield Shaker Museum**

**Classification:** Year-Round, Non-Exempt  
**Reports to:** Executive Director  
**Evaluated by:** Executive Director

#### **Position Summary**

Supervision of overall educational function and outreach of the Museum. Overall responsibility for general program development, including working with staff and volunteers to create and carry out core, seasonal, and event-based, dynamic educational and interpretive programs, for a variety of multi-generational audiences; museum administrative duties; and supervision of educational professionals and volunteers.

#### **Primary Duties and Responsibilities**

- Create and implement a comprehensive museum educational plan and budget
- Hire, train, schedule, and supervise interpretive staff, volunteers, and interns who will assist in delivering educational programming
- Establish a system for evaluating programs and content to measure visitor/participant satisfaction and effectiveness
- Work with the Curator and Garden Coordinator to incorporate research and collections into educational programming
- Work with Curator to develop online and physical exhibitions
- In conjunction with the Executive Director, create and implement an educational marketing communications plan (i.e., advertising, collateral materials, feature articles, press releases, etc.)
- Represent the Museum to the public and media on matters concerning the Museum's educational programming
- Help to develop creative collaborations with other individuals and organizations
- Maintain/expand existing constituencies and develop new constituencies through the creation of in-person and digital experiential learning programs (including the use of social media)
- Write grants for educational programming
- Supervise purchasing and manage inventory for educational programming
- Other duties as assigned

### **Work Environment**

- Office environment with occasional work through the Museum site and outdoors as needed
- Flexibility in work hours as dictated by programming needs. Schedule will include some weekend and evening commitments

### **Physical Demands**

- Ability to lift 30 to 40 pounds, ability to stand for much of the day, ability to climb stairs.

### **Work Experience and Skills Requirements**

- Experience working with volunteers and interpreters and ability to connect with a variety of audiences
- Ability to express ideas clearly and concisely, orally and in writing
- Ability to devise, prepare, and deliver exciting and engaging learning experiences
- Ability to work independently as well as part of a team
- Understanding of curriculum standards and an ability to develop educational programs that relate to Shaker studies to those standards
- Commitment to social inclusion and making museums accessible to a wide-ranging audience
- Commitment to the idea that experiential learning opportunities, in museum and digital settings, can change lives
- Ability to handle emergency situations with professionalism and competence
- Familiarity of the MS Office Suite (Word, Excel, PowerPoint); Little Green Lights, PastPerfect, and graphic design software a plus
- Ability to use the Internet
- Nonprofit experience

### **Educational Requirements**

Bachelor's degree in education, the arts, history, or related field. A minimum of two (2) years' experience in a museum or education field. A post-graduate qualification and/or advanced degree in teaching, museum education, history, the arts, or museum studies preferred.

### **Competency Requirements**

- Supportive and respectful of coworkers and communities the Museum serves
- Ability to work independently and collaboratively
- Detail-oriented and organized
- Interpersonal and communication skills
- Problem-solving skills
- Flexibility
- Reliability

**Other Requirements**

New Hampshire State Background Check

**Hours**

Forty (40) hours per week. Nights and weekends as required.

**New hires are subject to review within three months of hiring date.**

**Annual Review required.**