

Education Coordinator, Enfield Shaker Museum

The mission of the Enfield Shaker Museum, an educational institution, is to preserve and share its historical structures, landscape, and Shaker cultural heritage with our multi-generational visitors, members, and the global community.

Position Summary

Enfield Shaker Museum, a nonprofit educational institution, shares the rich history of the Enfield New Hampshire Shakers and invites visitors of all ages to explore that history and its relevance to contemporary life. The **Education Coordinator** oversees the Museum's diverse educational programming including visitor tours of the historic buildings, exhibitions, and ongoing restoration projects; programs for school-age students that are participatory and promote active learning; and a wide range of Shaker-themed workshops, forums for Shaker scholars and enthusiasts, multi-generational festivals, and on-line learning opportunities. The museum's gardens and 5000 acres of adjacent (former Shaker) preserved public land are frequently incorporated into craft, cooking, and outdoor workshops and programs. The museum fosters collaboration with local libraries, historical societies and other Shaker historic sites to share the Shaker story.

Primary Duties and Responsibilities

- Create and implement a comprehensive museum educational plan and budget
- Hire, train, schedule, and supervise interpretive staff and volunteers who will assist in delivering educational programming
- Oversee the "History Alive" program for elementary schools and develop and implement new opportunities for youth education programming
- Collaborate with Museum staff on general educational and experiential programs for adults and multi-age audiences
- Work with the Curator to incorporate research and collections into educational programming and develop online and physical exhibitions
- Create and implement an educational marketing plan (i.e., advertising, collateral materials, feature articles, press releases, etc.)
- Represent the Museum to the public and media on matters concerning educational programming
- Cultivate creative collaborations with other individuals and organizations
- Establish a system to evaluate programming, including metrics to assess visitor and participant satisfaction and program performance
- Write grants for educational programming
- Supervise purchasing and manage inventory for educational programming
- Other duties as assigned

Educational Requirements

Bachelor's degree in education, the arts, history, or related field. A minimum of two 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 is preferred.

Experience and Skills Requirements

- Ability to devise, prepare, and deliver exciting and engaging learning experiences
- Collaborative and team-oriented, yet with the ability to work independently
- Experience working with volunteers and ability to connect with a variety of audiences
- Excellent written and oral communication skills, comfortable with public speaking
- Commitment to social inclusion and making museums accessible to a wide-ranging audience
- Ability to handle emergency situations with professionalism and competence
- Proficient computer skills

Essential Requirements

- Ability to work a full-time schedule which may regularly include evenings, weekends, and some holidays
- Supportive and respectful of coworkers, volunteers, and communities the Museum serves
- Ability to communicate and interact verbally, both in person and over the phone
- Strong organizational and problem-solving skills
- Have a passion and knowledge of the Museum's mission and the community it serves
- Ability to meet the physical requirements of the job, including lifting 30-40 pounds, standing for long periods of time, climbing stairs, and various outdoor activities
- New Hampshire State Background Check

Full-Time, Non-Exempt Position

Starting salary range: \$35,000 - \$45,000

How to Apply

Interested individuals can apply by submitting a cover letter, resume, and references to director@shakermuseum.org. As part of your cover letter, please include your thoughts on the following question, *The Shakers in Enfield lived their lives according to specific beliefs and tenets. What, if any, relevance do you think Shaker life has to contemporary life?*