

Job Title: Education Coordinator

Department: Upcountry History Museum – Furman University

Reports to: Education & Program Manager

Classification: Non-Exempt, Full-time

JOB SUMMARY: The Upcountry History Museum’s Education Coordinator is an experienced colleague with a talent for creating original programming, a love of history, and a passion for engaging the public with museum collections, exhibitions, and experiences. The Museum values a strong commitment to ethical practices in cultural heritage management, creative thinking, and enthusiasm for collaborative work.

The Education Coordinator provides support and leadership for the development, implementation, and promotion of the Museum’s growing suite of educational programs, including school, adult, and public programming.

Reporting to the Education & Program Manager, the Education Coordinator works a 35 hour per week schedule with occasional evening and weekend work, as needed.

The Education Coordinator develops and delivers a variety of high-quality, appealing, and innovative educational programs that actively engage the Museum’s child, youth, family, adult, and multigenerational audiences. The Museum’s programs include camps, classes, workshops, lectures, tours, family days, and teen, tween, and preschool programs, museum-wide events, and offsite events.

The Education Coordinator conceives, develops, and implements a diverse portfolio of programming which includes school programs that connect the South Carolina Core Curriculum Standards for STEAM (Science, Technology, Engineering, Arts, and Math) and Social Studies, as well as develops and implements adult and community programming (lectures, classes, events, specialty tours and partnership programs).

This position works closely with the Education & Program Manager and collaborates with a wide range of community organizations and partners. The Education Coordinator is enthusiastic about community outreach, public speaking and making the critical themes of history accessible to the public.

Job Responsibilities:

The Education Coordinator is responsible for the continued growth, enhancement, and delivery of the Museum’s educational programs and initiatives designed for developing and engaging an audience-focused culture. The Education Coordinator creates and delivers high-quality educational initiatives that make the Museum’s collection, research, and exhibitions meaningful for both museum visitors and the community.

Essential Duties and Responsibilities:

A. Education and Programs

- With the Education & Program Manager builds and strengthens partnerships with K-12 schools, home schools, early childhood education providers’, community youth groups, and other organizations identified as strategic Museum partners.

- Interprets museum content to develop both standards-based and informal education programming for school groups K-12, adult groups, and general museum visitors.
- Source, develop, and organize materials for programming activities including documentation of lesson/activity plans.
- Develop and implement outreach programs including online lesson plans, traveling trunks, onsite and off-site field trips related to museum exhibits for multiple grade levels and disciplines.
- Develops and implements program evaluation tools to measure and interpret outcomes, program goals and objectives.
- Develops and administers a diverse slate of adult programming through the identification of themes, audience, and interpretive methods (includes on-and off-site tours, events, workshops, lectures, and more).
- Strengthens, innovates, and assists in leading onsite, offsite, and outreach school programs.
- Assists with developing and implementing programs from start to completion in the context of deadlines, milestones, budgets, and processes. On-site programs, events and established projects include but are not limited to: Neighborhood Night, Monday Movie Matinee, Friday Flicks, Connections Café, Coffee Talks, Lunchbox Learning, Home School Days, Veteran's Day, Armed Forces Day. Off-site programs, events and established projects include: Farmer's Market, Guided Bus Tours, and special exhibit events/programs.
- Assists in developing and implementing off-site engagement opportunities and partnerships that enhance the Museum's mission and visibility.
- Assists in seeking ways to enhance efficiency and productivity of procedures and people.
- Identifies emerging trends, ideas, and topics in education, history, and the cultural arts.

B. Marketing

- Comfortable with public speaking, including television and radio interviews.

C. Other

- Assists, when needed with docent training.
- Builds and maintains mutually beneficial relationships with other community organizations, as well as the local education community.
- Represents the Museum to the public, members, and other stakeholders at community events, exhibition openings and other events.
- Attends staff meetings and other internal and external meetings as needed.
- Assists in developing strategies that grow museum education and the engagement of visitors.
- Maintains a high level of content knowledge of the history of the Upcountry South Carolina.
- Represents the Museum publicly at events and outreach programs.

Performs other duties as assigned.

The intent of this job classification description is to provide a representative summary of the types of duties and responsibilities that will be required of positions in this classification and shall not be construed as a declaration of the specific duties and responsibilities of any specific position. Employees may be requested to perform job-related tasks other than those specifically present in this description.

Training, Skills, Education, and Experience:

1. Bachelors degree in Education, Museum Studies, History or related field preferred.
2. Minimum 3 years' experience in creating and leading informal public education in a museum or similar setting.
3. Minimum three years of experience working with teachers and schools.
4. Knowledge of contemporary educational methods and philosophies, especially for informal learning environments.
5. Ability to speak in front of groups and represent the Museum professionally.
6. Demonstrated experience facilitating learning experiences for audiences of a range of ages and for mixed audiences.
7. Demonstrated experience working with people of diverse racial and ethnic identities, socio-economic backgrounds, gender, and abilities.
8. Proficiency in Microsoft Office 365 (Word, Excel, PowerPoint) and database software.
9. Ability to move a project or assignment through different phases.
10. Ability to work in a fast-paced environment on multiple, varied projects and the flexibility to adapt to changing priorities.
11. Excellent interpersonal and organizational skills, detail-oriented, and ability to follow through.
12. Demonstrable research and writing experience; excellent proof-reading and writing skills.
13. Ability to work both independently and with co-workers, interns, volunteers, and the public professionally and tactfully, and support management decisions and goals in a positive, professional manner.
14. Must be willing to help others succeed and be respectful of deadlines.
15. Possess a valid driver's license and a personal vehicle.

Additional Preferred Qualifications:

1. Experience working in a museum, historical society, historic site, or other public history venue.
2. Experience working in collaboration with K-12 teachers.
3. Development of collaborative programming with multiple partners.
4. Curriculum writing for formal and informal environments.
5. Knowledge of the use of social media for informal education.

Personal Qualities:

1. Highly motivated and detail oriented.
2. Outgoing, energetic, self-motivated, and passionate about history and culture.
3. Flexible and collaborative personality.
4. Excellent organizational and interpersonal skills, ability to multi-task and follow through.
5. Creative and innovative; and adaptable to changing situations and circumstances.

Work Conditions:

Work is performed under usual office conditions. Some evening and weekend work may be required.

Some standing, walking, bending, frequent use of hands, stooping and light lifting (at least 25 pounds) is needed.

The Upcountry History Museum – Furman University is firmly committed to equal employment opportunities for all persons and is an EEO Affirmative Action Employer.