

**SKAGIT COUNTY HISTORICAL MUSEUM
POSITION DESCRIPTION**

November 15, 2018

“Our mission is to identify, collect, document and preserve objects of relevance, and to provide information reflecting the unique cultural history of Skagit County.”

Position Title: Education and Outreach Coordinator
Report To: Director

Part Time Position – 20 hours per week, non-exempt. Salary dependent on experience and education.

Benefits – Vacation and Sick Leave. No medical, dental or retirement

SUMMARY:

Develops and manages on- and off-site educational programs. Schedules on-site guided and self-guided tours. Gathers and analyzes feedback from teachers. Distributes handouts and educational materials. Plans, coordinates, and implements museum educational programs, including budgeting and monitoring expenditures (i.e. arranges for occasional speakers or lecturers, schedules part-time staff, museum volunteers, and Docents to monitor museum activities, events and school programs). Recruits and trains Docents and volunteers. The employee assists with development of educational materials, and deals with logistics of exhibits.

Participates in Museum Social Media presence and promotion of events and activities.

Performs other duties as assigned, including periodic coverage of Front Desk.

Work is subject to occasional irregular hours (evenings, weekends, and holidays), sometimes on short notice.

ESSENTIAL FUNCTIONS:

Educational Programs

- Able to work with educators to develop educational programs and curricula that meets with Washington State K-12 Learning Standards and facilitates educational tours from teacher-identified Common Core Standards.
- Serves as the liaison with schools and manages the Museum’s school and senior tour program, the history trunk program and the Museum’s lecture series and other educational programs.

- Is directly involved in creating and conducting hands-on projects.
- Schedules, conducts and supervises tours.
- Assists with marketing of educational programs.
- Recruits, trains and supervises educational program volunteers and Docents.
- In conjunction with Museum staff, develops educational activities for the Museum including Skagit Topics and Topics @ The School lecture series & the Speaker's Bureau.
- Manages the Museum's educational collection.
- Develops educational activities that coordinate with exhibits.

Special Events

- Assists with occasional off-site, evening, or weekend Museum activities.
- Assists with the preparation of Museum programs and events.
- Ensures that logistical requirements of special events (e.g. Skagit Topics) are prepared in advance of the event and assists in restoring the Museum after the event.

Other

- Provides Visitor Services coverage at front desk on rotation with other team members.
- Assist with the installation and de-installation of exhibits as needed.
- Other tasks as assigned.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

PREFERRED/DESIRABLE QUALIFICATIONS:

Graduation from an accredited college or university with a Bachelor's degree in Education or museum studies is preferred. Experience working in a museum and/or special event coordination is highly desirable. Experience developing and conducting early child and elementary school aged programs is desirable. Familiarity with the Washington State K-12 Learning Standards and Common State Standards is highly desirable.

Strong working knowledge of office computer systems utilizing Microsoft Office is required.

Requires knowledge of:

- Basic Supervisory techniques and procedures.
- Educational curriculum development and training.
- Available technologies that assist student research activities.

Requires the ability to:

- Be flexible, organized and work well under deadlines.
- Develop and maintain positive working relationships with schools, museums, and other stakeholders.
- Organize, manage, and/or supervise multiple ongoing projects and bring them to conclusion.
- Interact effectively with other staff, Board, volunteers and the public; the ability to work in a positive collaborative team environment.
- Communicate effectively both verbally and in writing in advancing Museum interests to the public.
- Cultivate new Museum relationships, memberships, support and involvement within our community.

Must enjoy working with the public, meeting new people, partnering with volunteers.

Licenses and/or Certifications:

Must hold a current state driver's license.

Working Conditions/Physical Requirements:

Hazards:

- Must be able to assist with exhibits, special events, set-up and take-down.
- May be required to lift up to 20-40 pounds.
- Requires performing primary office functions, sitting, standing with repetitive motions of fingers and hands.

It is Museum policy not to discriminate against any person with regard to race, color, religion, sex, gender, age, national origin, marital status or physical or mental disability.