



Position Title: Education and Family Program Coordinator
Supervisor: Director of Programs and Events
Department: Programs and Events
Status: Part-Time, grant-funded; 30-35 hours per week
(including nights and weekends)

Position Overview:

The Everhart Museum seeks a self-motivated, highly organized individual who will lead in the development, coordination, and facilitation of educational and family programs. Programs include but are not limited to: Guided School Tours, Museums on the Road, Virtual k-12 Programs, Afterschool and Weekend Programs, Museum Adventure Weeks, Family Workshops and Outreach Events.

Responsibilities:

- Conduct research on collections and exhibitions to develop an interpretation plan with Director of Programs and Events and Assistant Director of Public Programs.
- Work with education team (art educators, teaching artists and presenters) to develop interpretive content for k-12 and family programs
- Work with the Director of Programs and Events and Assistant Director of Public Programs to identify curricular connections between exhibitions and regional education community needs to design and facilitate school and tour programs for a growing k-12 audience.
- Work with the Assistant Director of Public Programs on docent training guides and materials and assist in the facilitation of docent training programs.
- Research object-based learning and assist in the development and implementation of a hands-on teaching collection
- Know and understand visual thinking strategies in museum education
- Work with the Director of Programs and Events and the Curatorial Department to develop online resources for students, educators, and families.
- assist in the development of program timelines
- Step in as a lead instructor for classes and workshops, as needed.
- Provide group tours of the Everhart Museum for a variety of age and interest levels
- Work with other museum staff to promote activities for adults and families in order to broaden and diversify Everhart Museum audiences.
- Work with other museum staff to create more accessible opportunities for the public and assist in the development of a museum-wide DEI plan.

General Duties:

- Assist in the marketing of educational programs, including writing for social media



- Assist with grant research and writing as requested by the Director of Programs and Events
- Attend special events at the Everhart Museum including exhibit opening receptions, lectures, and other activities as requested by the Executive Director.
- Perform other duties as assigned by the Executive Director and/or Director of Programs and Events.

Qualifications:

- College graduate with BA in art history, art administration, education, museum studies, or the humanities preferred.
- Minimum of two years of work experience in a museum setting in the education or public programs department preferred.
- Ability to demonstrate excellence and enthusiasm for audience engagement.
- Experience with team leadership or management is preferred.
- Excellent public speaking, verbal and written communication, and interpersonal skills.
- Ability to synthesize complex information for communication to the general public.
- Experience working with schools and teachers highly desirable.
- Ability to prioritize and multi-task activities without close supervision.
- Commitment to accuracy and attention to detail.
- Ability to stand, walk, and climb stairs throughout the facility for extended periods of time during tours and/or gallery presentations.
- Ability to commit such hours as necessary to complete assigned responsibilities. The job requires flexibility in terms of hours as it involves weekend and/or evening work.
- Skills with computer software used by the Everhart Museum: MS Office, various Adobe programs, etc.

Application Process:

Please send your resume and cover letter with “**Education and Family Program Coordinator**” as the subject of your email to programs@everhart-museum.org. Interviews are scheduled on a rolling basis.

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