



Door County Maritime Museum

Job Description: Education Programs Coordinator (FT/Exempt)
Reports to: Executive Director

Summary

The Door County Maritime Museum (DCMM) **Education Programs Coordinator** supports the Museum's mission to provide engaging educational experiences that champion an appreciation and understanding of the maritime history of Door County, and how that history relates to the present and future of the region.

The DCMM Education Programs Coordinator will manage and present Science, Technology, Engineering, Arts and Math (STEAM) educational programs to groups of all ages, and lead the development of new programs and projects within the museum's education department.

The regular schedule for the Museum Education Programs Coordinator is typically Monday through Friday, however this will change based on program offerings and museum events.

The Museum Education Programs Coordinator reports to the Museum's Executive Director and is part of the Museum's Core Management Team.

Requirements, knowledge, skills and abilities:

- Maintain, improve and develop programs that inspire attendees;
- Maintain a youth program focus on science, technology, engineering, arts, and math (STEAM);
- Present live educational programs to groups of all ages. Programming may be presented on- or off-campus, during regular Museum hours, before or after regular Museum hours, on weekends or in an overnight experience setting;
- Develop new educational programs in line with academic standards as defined by the end user. Develop and present online programs – live and recorded;
- Work closely with museum's Visitor Services Manager to develop field trip programs related to existing exhibit themes.
- Implementation of Maritime Lighthouse Tower and museum educational outreach plan which incorporates Wisconsin state curricular guidelines and standards.
- Maintain education department Google calendar for upcoming programs, being aware and prepared for special needs related to museum programs, acquiring and positioning all program materials, ensuring programs are properly staffed;
- Participate in the creation of long-range vision, general operating plans, and annual goals, objectives, and priorities for education and engagement;
- Assist in the development, implementation, and evaluation of creative engagement, education, and learning opportunities for all ages;
- Collaborate with Curator/Exhibits Manager to develop new programmatic offerings and educational materials utilizing temporary and permanent exhibitions and the Museum's collection;
- Assist in establishing and maintain partnerships with key regional educational and non-profit institutions to develop dynamic collaborations, interdisciplinary approaches, and expanded audiences;
- Assist the Curator and Visitor Services Manager with training in the Museum docent program;
- Work collaboratively with staff across the Museum to ensure an exemplary visitor program experience;
- Prepare and monitor budgets within projects or for grants;

- Serve as a leader in the educational and outreach community by participating on local and regional committees, presenting on panels and representing the Museum in a professional way in the community;
- Working knowledge or understanding of Wisconsin's educational standards and best practices;
- Superior written and verbal communication skills, including grammatical and proof-reading skills and the ability to compose effective written communications;
- Computer skills to develop narrative information for the education and outreach programs, preferably including basic graphic design skills;
- Passion for history and prior outreach experience in a museum or other nonprofit organization;
- Demonstrated ability to establish and maintain effective working relationships with staff, visitors, volunteers, donors, professional colleagues, and other members of the community;
- Well-organized and deadline-oriented, with exceptional attention to detail and follow-through; able to work both independently and collaboratively, and in situations where rapid response and instant decision making is required;
- Ability to think strategically toward the growth and development of programs within local and regional audiences.

Materials and Equipment used: General office equipment, personal computers and various printers. A/V equipment. Woodworking and crafting materials including various hand and power tools.

Minimum qualifications: Bachelor's from an accredited university or college in Education, History, Archeology, or Museum Studies, plus two (2) years of relevant experience; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.

Knowledge of and/or interest in Door County & Great Lakes Maritime History is extremely helpful in the execution of this position. Willingness to earn Certified Tourism Ambassador certification.

Ability to pass a background check.

The work environment: The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the noise level in the work environment is usually quiet. There will be times when this position is expected to travel or work off-site and as such may be subject to various climates including winter exposure.

The physical demands: What's described here is representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools or controls; and talk or hear. The employee is occasionally required to walk, sit, and climb stairs/ladders. The employee must occasionally lift and/or move up to 40 pounds without assistance and more with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

*The strength and **FLEXIBILITY** of our team allows us to meet new challenges with success.*

*We **KEEP AN OPEN MIND**, recognize, and maximize our **INDIVIDUAL STRENGTHS**.*

*We **OVER-COMMUNICATE**, and utilize the **UNIQUE SKILLS** each of us contributes to our **TEAM STRENGTH**.*

*We **KEEP IT POSITIVE**, and we **RESPECT** each other.*