



MANITOWOC COUNTY HISTORICAL SOCIETY

EST. 1906

Job Title: Education Coordinator

- **Manager:** Executive Director
- **Manages:** Education program volunteers and support staff
- **FLSA Salary Classification:** Full-time, Exempt
- **Salary + Benefits:** Starting at \$35,000; competitive with paid holidays; generous paid time off (PTO allotment); flex time scheduling options; Employer contribution toward the costs of health insurance and/or retirement
- **Availability:** On Season (April - October): on-site standard business hours with occasional evening and weekend availability as required to support the museum and organizational needs. Off Season (November - March): a flexible combination of on-site and remote work

Feel the heat from the blacksmith's forge! Take your turn at a spinning wheel! Take part in an 1872 school lesson! Our Manitowoc County Historical Society is an award winning, 60 acre open air museum that brings to life the stories of our past. With over 25 historic structures, history is able to be shared through interactive and hands on activities and demonstrations for all ages.

Our museum serves over 12,000 guests during the year and is known for its innovative and engaging educational programs including field trips, summer camps, a literacy based preschool program, workshops, and community engagement. Our mission's focus is to preserve the share the stories of our past in Manitowoc County. Everything we do comes home to our mission to "collects, interprets, preserves, and promotes the history and heritage of Manitowoc County, Wisconsin, in order to educate the public and heighten its understanding and appreciation of the past as it proceeds into the future." Our vision for programs is to "inspires curiosity and fosters lifelong learning about Manitowoc County's past by providing engaging, individualized and unique experiences."

For additional information, we encourage you to visit ManitowocCountyHistory.org.

Our Manitowoc County Historical Society is seeking a team-oriented, energetic, and enthusiastic **Education Coordinator** who desires a fast-paced educational environment and who is well-suited to working collaboratively with a small staff and volunteers. The Education Coordinator will oversee the development and management of the museum's first rate public and education programs.

Essential Educator Duties and Responsibilities include the following. Other duties as assigned.

- Be a key role in the development and implementation of **education programs** and workshops, both on site and in the community
- Lead the development of the **Youth Field Trip program for schools and homeschool students** (includes curriculum planning, scheduling groups and volunteers, implementation, and evaluation)
- Lead the development, management, and overview of the **Meeme House Education Overnight Program** (includes curriculum planning, scheduling groups and support staff, implementation, and evaluation)
- Recruitment and promotions to school groups and youth organizations (Scouts, 4H, youth groups)
- Oversee the development and implementation of the **seasonal camps** (spring break camp, summer camp, etc)
- Manage, recruit, and train public and youth program volunteers
- Collaborate with community partners to develop a **creative curricula** appropriate to several age levels for use in programming throughout the museum
- Perform regular **evaluations** of the museum's education program offerings and continue to improve or change

- existing programs to attract new and underserved audiences
- Work collaboratively with staff to determine the **long-term strategic vision** for educational endeavors, including best use of community resources, possible development of new education programs, and strategic next steps for the museum
- Manage youth and public program volunteers (50 -75 volunteers)
- Assist in the development and implementation of the museum's program budget of income and expenses
- Work collaboratively with staff and volunteers

Other Roles and Responsibilities

- Assist with daily operations.
- Assist with grant writing and project facilitation.
- Represent the MCHS at community events and conferences.
- Supervise and manage operations in director's absence, as needed.

Experience + Education

- Experience teaching, either within a K-12 classroom environment or within the settings of an informal learning environment (museum, youth program, etc.)
- Skills in planning, organizing, and implementing learner-centered and diversified educational programming and related activities
- Strong organizational skills including time/project management and budget development
- Excellent interpersonal skills and ability to work well and collaborate effectively with a range of audiences including staff, volunteers, learners, educators, members, donors, and the general public
- Flexible and adaptable to changing demands and priorities

Qualifications

- High school education is required
- Customer service experience and administrative and organizational skills are essential; special events experience is desirable.

Physical Requirements and Work Environment: The position requires the ability to stand for long periods of time, sit, reach, stoop, kneel, crouch, crawl, talk to large groups, and lift and carry weight up to 50 lbs. It also requires work in all outdoor weather conditions.

Standard Work Perks

Employees at MCHS can enjoy the following perks:

- 10% discount in the Museum Store
- Complimentary MCHS Basic Membership
- Employer contribution toward the costs of health insurance and/or retirement

How to Apply: Send resume, cover letter, and references to info@ManitowocCountyHistory.org. In your cover letter, please state why you are attracted to this position and how your strengths are aligned with the description and responsibilities of the Education Coordinator position and the mission and goals of the Manitowoc County Historical Society. Applications are encouraged by May 15, 2024.

The Manitowoc County Historical Society is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.