



# AMERICA'S CAR MUSEUM®

## EDUCATION COORDINATOR POSITION DESCRIPTION

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| <b>EFFECTIVE DATE:</b> <u>02/03/17</u>   | <b>DIVISION:</b> <u>ACM - Operations</u> |
| <b>FLSA STATUS:</b> <u>Exempt</u>  | <b>DEPARTMENT:</b> <u>Education</u>      |
| <b>FTE STATUS:</b> <u>1.0 (Full-time)</u>  | <b>DRIVING CLASS:</b> <u>Preferred</u>   |
| <b>REPORTS TO:</b> <u>Education Manager</u>  | <b>BENEFITS:</b> <u>Eligible</u>         |
| <b>SUPERVISES:</b> <u>Volunteer Museum Educators, Education Interns, and Contracted or PT Facilitators</u> |  |

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### GENERAL SUMMARY:

The Education Coordinator supports the development, implementation, and sustainability of the Museum's Education programs, spaces, and experiences. The Education Coordinator is responsible for the development and daily implementation of the Museum's lifelong learning programs including, but not limited to, the following: School, Youth & Family, Scout, and Adult Programs. The School Program provides education group visits, workshops, and events for PK through college, homeschools, and educators both at the Museum and out in the community. The Youth & Family Program ranges from Summer Camp to Family STEAM Days. The Adult Program offers lectures, tours, and hands-on automotive workshops for lifelong learners. The Scout Program connects both Boy Scout and Girl Scout groups with merit badge workshops, pinewood derby competitions, and late-night activities. The Museum Education spaces include education classrooms, the Powering the Future Learning Lab, the Education Resource Center, the Family Zone where lifelong learning, research, and professional development experiences spark creative learning.

Responsibilities include but are not limited to: Facilitating inquiry based tours and workshops; Developing and maintaining education content, interactive hands-on workshops, gallery activations, pre-visit/post-visit lesson plans, and curriculum in conjunction with state and national standards; Promoting and booking education programs and events with schools, educators, and program clients; Collaborating with other departments to maintain and enhance education programs and logistics; Supervising and coordinating volunteer Museum Educators, interns, and other education volunteers to facilitate outstanding education experiences; Designing and facilitating training sessions for program volunteers and staff; Conducting regular evaluation and assessment of education programs; Creating and updating education program content for the website and publicity; Supporting the Education Manager with organization, operations, and maintenance of education programs and spaces.

This position requires occasional evening, weekend, and holiday work. This position description has been designed to indicate the general nature and level of work performed by job holders within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of an employee assigned to the job. To perform the job successfully, an employee must perform each essential responsibility satisfactorily.

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## **PRIMARY OBJECTIVES:**

1. Ensure the on-going development of engaging and meaningful educational content and curriculum in line with state and national education standards in the subjects of history, social studies, math, science, engineering, physics, technology, industry, arts, literacy, and other relevant topics including next generation science standards, 21<sup>st</sup> century learning skills, and/or museum standards;
2. Expand the reach and impact of Museum Education programs at ACM and in the community by increasing participants served with high quality programs and resources;
3. Build and expand relationships with education program participants, schools, and the community through outstanding customer service, hospitality, and attention to detail;
4. Foster positive engagement, innovative thinking, inquiry-based learning, and customization of programs to support lifelong learning for all visitors;
5. Establish best practices in program development and execution through continual assessment and evaluation;
6. Invest in building positive and supportive relationships with staff, volunteers, and community partners to ensure the growth and sustainability of the Museum's Education Program.

## **MAJOR RESPONSIBILITIES:**

Under the general direction of the Education Manager, the Education Coordinator will be responsible for:

1. Developing education content, interactive hands-on workshops, inquiry-based gallery learning activities, and pre-visit and post-visit lesson plans and curriculum for education programs at ACM and outreach at local schools/community centers in support of museum, state, and national standards;
2. Creating materials and programming associated with Museum exhibits including production of exhibit content for hands-on components; curricula; auxiliary materials; outreach lessons; and unique exhibit programming;
3. Promoting and scheduling education programs with schools, educators, and education contacts and clients via telephone, e-mail, fax, and in person meetings to maximize program participation and satisfaction;
4. Assisting with the content, development, design and production of Education Department marketing and print materials;
5. Customizing education programs and events to meet learning goals and provide an exceptional experience at the Museum and with the Museum Education program;
6. Facilitating inquiry-based tours and workshops and leading a volunteer team to teach and deliver engaging learning opportunities for students, visitors, and educators;
7. Designing and facilitating training sessions for staff and volunteers to provide excellent and age appropriate education programs and experiences;
8. Conducting regular evaluations and assessments of ongoing education programs for efficacy and outcomes, preparing reports and making appropriate changes to improve results;
9. Assisting the Education Manager in sourcing and applying for local and national grants to support education programming;
10. Representing the Education Department during meetings with community leaders, teachers, donors or at local and national conferences as requested by the Education Manager;
11. Collaborating with colleagues at nearby museums, partner organizations, or school districts to establish robust programming to enhance learning at ACM and in our community;

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Initials

12. Collaborating with other departments to maintain and enhance education program logistics including space usage, safety, security, parking, ticketing, and volunteers;
13. Supervising and coordinating volunteer Museum Educators, volunteer interns, or part-time staff to facilitate outstanding educational experiences at the Museum and through community outreach;

## **QUALIFICATIONS:**

The incumbent for this position must be at least 21 years of age and possess: A valid Driver License; A Bachelor's Degree in Education, Museum Studies, History, Science, or closely related field of study; A minimum of two years' professional experience in the field of formal or informal education, which must include experience creating curriculum/lesson plans and facilitating lessons/classes to the PK-12 audience. Experience within a museum education department is preferred. The incumbent must be a team player able to work independently and collaboratively among all departments within the Museum.

### **Additionally, the incumbent must possess:**

1. The ability to pass ACM's in-depth background investigation including criminal history, employment records, and personal references;
2. Intermediate to advance skills in the use of MS Word, Excel, PowerPoint, Outlook, Web browsers, iPad application, and data management;
3. Experience with Adobe software, Sketchup, and /or other digital design platforms is a plus;
4. Basic to intermediate skills in POS and membership database for scheduling and events;
5. Understanding of PK-12 system, educator needs, and age appropriate learning expectations;
6. Understanding of best practices in Museum education and innovative approaches to visitor engagement;
7. A basic appreciation of the automobile and its role throughout American Society;
8. The ability to assume a leadership role and handle new challenges;
9. Demonstrated teamwork skills;
10. A positive, solution focused attitude;
11. The skill and ability to work independently with general instruction and minimal supervision while maintaining a team-oriented approach and attitude;
12. An ability to thrive in a fast-paced, dynamic environment, with high expectations for professional outcomes;
13. A track record of providing high levels of customer service;
14. An ability to effectively multi-task and coordinate between different projects and/or departments and agencies while remaining organized and solution focused;
15. The interpersonal skills, sensitivity, and ability to professionally interact with a diverse range of people of all ages, socio-economic groups, and personality types;
16. The ability to critically analyze and resolve quantitative, logistical and spatial problems;
17. The ability to project voice and speak to large groups without the aid of amplification;
18. A solid proficiency in the English language with professional communication skills including written, oral, presentation, and interpersonal skills;
19. Ability to stand and walk for extended periods of time;

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20. Ability to work on a computer for extended periods of time;
21. The ability to lift and move up to 25 pounds frequently;
22. The ability to move classroom supplies from one floor to another, lead tours and meetings while moving throughout the Museum for long periods of time, read and interpret manuals and instructions, communicate clearly in verbal and in written form to carry out responsibilities of the position.

## **WORKING CONDITIONS:**

1. Regular exposure to an office environment with occasional exposure to a shop, commercial retail, commercial food, and outside work environment;
2. Regular contact with the public;
3. Outside work is conducted in varying weather conditions;
4. Regular exposure to office equipment including: Computer work station, copy machine, postage machine, comb binder, paper cutter, printer, and telephones;
5. Occasional exposure to oil and petroleum products, solvents, cleaners, and various other chemicals;
6. Occasional exposure to dust, gases, and fumes.

## **RESPONSIBILITIES:**

### **MUSEUM EDUCATION PROGRAMS:**

1. Develops and revises meaningful and interactive curriculum, activities, and schedules for education group visits, workshops, and education programs for a variety of audiences;
2. Leads and facilitates interactive, inquiry-based educational programs both at the Museum and out in the community;
3. Promotes and schedules education programs with schools, educators, and education contacts and clients via telephone, e-mail, fax, and in person meetings;
4. Listens to education clients and creatively offers programs to meet their learning goals and to provide an exceptional experience with the Museum Education program;
5. Schedules education programs and events into the Altru database and the Museum outlook calendar and informs appropriate staff of potential conflicts or scheduling challenges while seeking to make programs as seamless and productive for all Museum departments as possible;
6. Collaborates with other departments to coordinate education program supplies, storage, event space, and logistics and attends weekly events meeting for program alignment and communication;
7. Performs regular evaluation and assessment, as well as data recording and analysis of evaluation results, of all education programs;
8. Recruits and/or assists program presenters/speakers in preparation for and execution of education programs both at the Museum and out in the community;
9. Participates in festivals, fairs, expos, and other local and regional programs to promote the Museum's educational programs especially as a hub for STEAM/STEM learning;
10. Supports the Education Manager with communication of education programs and events by coordinating and communicating details for the Museum's website, marketing, and publicity.

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### **EDUCATION SPACES:**

1. Rotates educational materials and projects in the Family Zone, checks and replenishes materials or supplies;
2. Manages program space/classroom supplies, materials, and set up to best facilitate education programs;
3. Supports the Education Manager with organization, operations, and maintenance of the ACM Educational Resource Center, the Family Zone, the Powering the Future Learning Lab and program spaces/classrooms;

### **EDUCATION VOLUNTEERS:**

1. Provides oversight, training, instruction, evaluation of volunteers and collaborates with the Volunteer Coordinator to fill volunteer needs in compliance with volunteer usage regulations;
2. Coordinates logistics of volunteer scheduling for education programs;
3. Coordinates the daily oversight of education volunteers;
4. Develops and implements trainings, materials, supplies, and programs for education department volunteers under the direction of the Education Manager.

### **MUSEUM EDUCATION DEPARTMENT:**

1. Supports the Education Manager in the implementation and development of Museum Education strategic goals;
2. Supports the creation of department reports and funding applications by providing timely statistics and information on programs;
3. Supports the responsible utilization of Museum and department resources by following procedures for the approval, tracking, and recording of expenses.

### **SAFETY:**

1. Supports the development and ongoing revision of safety procedures and policies for educational program space within the Museum and for outreach programs;
2. Assists Facilities and Security in maintaining a safe and healthy environment for guests and employees by alerting Facilities and/or Security of defective materials, questionable safety conditions, and/or volatile individuals;
3. Supports the preservation of the Museum's physical assets and intellectual property;
4. Provides Risk Assessment and risk control while performing daily duties;
5. Instructs visitors, volunteers, and employees when observing unsafe or prohibited behavior.

### **OVERALL OPERATIONS:**

1. Works with other operational departments to ensure consistency of content standards throughout the Museum's education programs;
2. Works collaboratively with the department manager to prioritize competing projects and events in order to facilitate desired outcomes;
3. Participates with management in the ongoing planning and delivery of educational program objectives and initiatives;
4. Aligns activities within the designated department budget, including plans, supplies, staffing, volunteer needs, efficiency improvements, and new initiatives;
5. Works in a cooperative manner with all personnel at all times

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**OTHER:**

1. Supports the development and implementation of training for Museum staff and volunteers;
2. Uses Microsoft Office programs to complete forms, reports, documents, letters, etc.
3. Maintains and reports other statistical data as needed or requested;
4. Attends meetings as needed or requested;
5. Keeps Education Manager informed regarding significant successes, concerns, or issues involving education programs and major responsibilities;
6. Maintains regular work attendance;
7. Maintains a flexible schedule, able to work weekends, evenings, and holidays as needed;
8. Performs other duties as assigned.