

Title: Education and Engagement Coordinator

Facility: Fort Bend Museum

Pay Rate: \$15 per hour, Full-time with benefits, 36- 40 hrs. M - F; including some evenings and weekends

Supervisor: Museum Site Manager, Fort Bend Museum

Position Overview:

The Education and Engagement Coordinator is responsible for the educational curriculum and components related to the mission of the Fort Bend Museum and the coordination of school tours and on-site programs. This position develops and implements educational programs and services aimed at all museum-going audiences, with a particular focus on school visitation aligned with TEKS objectives and industry best-practices. The Education and Engagement Coordinator recruits, trains and retains volunteers to deliver public education programs. In addition, this position will work closely with other FBM staff in the execution of their duties to successfully achieve portions of the Fort Bend History Association's Strategic Plan.

Essential Functions and Responsibilities:

- Coordinates the development and implementation of educational curricula and special programming, as well as educator and student resources related to the FBM mission.
- Oversees and trains museum docents and volunteers to ensure the overall quality and accuracy of the guided historic house tours and school programs. Leads historic house tours and school programs when volunteers are not available.
- Serves as senior representative of the Museum to adult groups interested in educational and historic services such as the Historic Richmond Walking Tour, Museum Complex Tour, Morton Cemetery Tour and Build-Your-Own-Package Tours
- Develops and maintains the self-guided gallery scavenger hunt and guides for everyday visitors
- Builds and enhances partnerships with community education stakeholders by cultivating and maintaining enduring relations with area resources such as school districts, libraries, historical sites, museums, educational institutions, and city/county entities; fosters partnerships that promote history and preservation in the community through collaborative programs
- Identifies and recommends possible grant opportunities to support programs
- Maintains budgetary compliance for departmental operating budget; prepares and recommends annual budget requests
- Ensures educational staff and volunteers are trained and mindful of preservation philosophy of FBHA
- Serves as a trained collections staff member on behalf of the Museum collection
- Prepares a report on Education and Engagement Coordinator activities at the beginning of each month and provides any other metrics related to educational programs as required for Site Manager's monthly report

Other Duties:

- Performs yearly inventory of programs collections objects in historic homes and school programming
- Maintains effective storage of programs supplies and cleanliness and sanitation of classroom spaces
- Supervises student interns in educational projects
- Attends FBHA staff in-services
- Serves as staff for special FBHA and FBM events as needed, such as exhibit openings, Lone Star Stomp, Texian Market Days, Candlelight Tours, Bites & Brews and other fundraising or programmatic events.
- Coordinates publicity and promotion of educational programming with FBHA Marketing Director, and contributes to education-based social media and marketing projects
- Maintains timely and accurate program statistics and prepares reports as needed
- Updates Museum master calendar with newly booked school programs and adult group tours, as well as co-coordinates separate school schedule for docents and volunteers
- Improves and modifies existing programs and events
- Other duties as assigned by the supervisor

Knowledge, Skills, and Abilities:

- Familiar with appropriate and current computer technology
- Positive attitude, mature interpersonal style, and an out-going demeanor
- Demonstrated initiative, problem-solving skills, creativity, analytic skills and follow through
- Superior capability in oral and written communications, good listening skills and strong presentation/public speaking capabilities
- Enthusiasm for learning and teaching about local history
- Pedagogical knowledge for creating effective teaching and learning environments for all students
- Excellent organization skills; capable of managing competing priorities and pressures
- Physical activity of this position includes climbing, standing for sustained periods of time indoors and outdoors, walking, and lifting objects up to 20+ lbs.

Education and Experience:

- Bachelor's degree in Education, Museum Studies, History or related field with relevant professional experience; teaching certification and classroom experience preferred
- Minimum 2 years in education and/or museum field or related experience
- Experience working with a team of professionals in a nonprofit museum or other educational institution
- Experience developing and delivering educational experiences/programs for a variety of age groups
- Experience developing lesson plans/teaching units including learning objectives and measurement tools