



AMERICA'S CAR MUSEUM®

Now Seeking Candidates For The Following:

EDUCATION COORDINATOR

REFERENCE JOB#: W5250

OPEN: February 12, 2013

CLOSES: When Filled

HIRE STATUS:	<u>Regular Employee</u>	DEPARTMENT:	<u>Education</u>
FTE STATUS:	<u>1.0 (Full – Time)</u>	DRIVING CLASS:	<u>Preferred</u>
FLSA CLASS:	<u>Professional Exempt</u>	SUPERVISES:	<u>Volunteer Educators</u>
REPORTS TO:	<u>Education Manager</u>		

America's Car Museum is an Equal Opportunity Employer

GENERAL SUMMARY:

The Education Coordinator supports the development, implementation, and sustainability of the Museum's educational programs, outreach programs, and library resources for LeMay – America's Car Museum. The Education Coordinator is responsible for the daily implementation and maintenance of the Museum's onsite school field trip programs for K-12 students, teachers, and educator audiences. Responsibilities include: Supporting the development of curriculum in conjunction with state and national standards; Developing tour content, interactive hands-on lessons, and pre-visit and post-visit lesson plans for field trips and school programs; Communicating with visiting field trip contacts and clients via telephone, e-mail, fax, and in person meetings to meet and exceed expectations and maintain a consistent field trip experience; Working with other departments to maintain school program and field trip supply orders, storage, event space management, and tour logistics including safety, security, parking, lunch and classroom programs, and tour orientation programs; Supervision, coordination, and management of volunteer Museum Educators, paid Museum Teachers, and other volunteer education department staff to teach on-site programs including recording time for all staff and volunteers, developing and teaching training sessions for staff and volunteers; Conducting regular evaluations and assessments of ongoing tour programs; Supporting the Education Manager with the development and organization of the ACM Educational Resource Center including database management, shelving, reference, and public access; Maintaining the education page on the Museum's website as well as the implementation of an educator newsletter and educator events. 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 employees assigned to the job. To perform the job successfully, an employee must perform each essential responsibility satisfactorily. These requirements are representative, but not all-inclusive, of the knowledge skills, and abilities required.

PRIMARY OBJECTIVES:

1. Develop meaningful and interactive curriculum for tours, field trips, online lesson plans, and teacher workshops that meet state and national education standards in the subjects of history, social studies, math, science, engineering, physics, technology, industry, the arts, literacy, and other relevant topics.
2. Create collaborative school partner relationships with local regional and state schools to enrich the learning experience in the classroom by providing outreach opportunities and informal learning models. This includes working with state and local administrators to provide educational support to school districts including afterschool program partnership, field trip scholarship assistance, transportation assistance, and professional development opportunities for educators and professionals.
3. Support the development and maintenance of the ACM Educational Resource Center.
4. Coordinate and Supervise volunteers for tours, events, programs, and outreach, including, supporting the development of volunteer training sessions, monthly meetings, and other volunteer development programs and manage the daily scheduling of Museum Educators for tours and field trip programs.
5. Coordinate with all museum departments to support educational objectives for internal and external clients.

MAJOR RESPONSIBILITIES:

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

1. Support the development, implementation, and sustainability of the Museum's educational programs, outreach programs, and library resources for ACM with a strong focus on the K-12 student and teacher audience.
2. Develop high level K-12 curriculum that ties the museum's collection and content to the classroom learning environment.
3. Outreach to schools, teachers, students, and administrators to promote ACM's educational programs and activities.
4. Coordinate and supervise volunteer and part time education staff to maintain a high level of professionalism and performance for the school tour program.
5. Manage resources to meet department budgets, metrics, grants, and reports. Provide and organize data to support these objectives.

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 or Library Science; A minimum of two years' professional experience in the field of education, which must include experience working with and presenting curriculum to the K-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, and data management;
3. A basic appreciation of the automobile and its role throughout American Society;

4. The ability to assume a leadership role and handle new challenges;
5. Demonstrated teamwork skills;
6. A positive, solution focused attitude;
7. The skill and ability to work independently with general instruction and minimal supervision while maintaining a team oriented approach and attitude;
8. An ability to thrive in a fast-paced, dynamic environment, with high expectations for professional outcomes;
9. A track record of providing high levels of customer service;
10. An ability to effectively multi-task and coordinate between different projects and/or departments and agencies while remaining organized and solution focused;
11. The interpersonal skills, sensitivity, and ability to professionally interact with a diverse range of people of all ages, socio-economic groups, and personality types;
12. The ability to critically analyze and resolve quantitative, logistical and spatial problems;
13. The ability to project voice and speak to large groups without the aid of amplification;
14. A solid proficiency in the English language with professional communication skills including written, oral, presentation, and interpersonal skills;
15. The ability to use M.S. Word, Excel, Outlook and Adobe programs;
16. Ability to stand and walk for extended periods of time;
17. Ability to work on a computer for extended periods of time;
18. The ability to critically analyze and resolve quantitative logistical and spatial problems;
19. The ability to lift and move up to 25 pounds frequently;
20. 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 verbally and in written form to carry out responsibilities of the position.

APPLICATION PROCESS:

To apply for this position, include all of the following:

NOTE: All application materials must be received to be considered for this position.

1. Cover Letter (*include specific job reference # W5250*)
2. Resume
3. Professional References (*minimum of three*)
4. Salary History (*may be included in resume*)

Email all application materials to hr@lemaymuseum.org or fax to 253-779-8499.

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