

**POSITION TITLE:** Education Coordinator

**REPORTS TO:** Director of Education

**SUMMARY DESCRIPTION:**

Working primarily with the Director of Education, this position is the primary contact for educational programs. The Education Coordinator maintains records related to the educational programs offered by the museum, including payment and booking data, as well as assist the Director of Education in the implementation of educational programs and events.

**SPECIFIC DUTIES:**

- Book and provide information for educational programs, including field trips, blacksmith classes, birthday parties, scout programs
- Train and assign facilitators for education programs
- Provide, receive, and track contracts, invoices, payments, and other paperwork relating to bookings
- Manage field trip program; pre-post materials, maintaining relationship with ArtsPartners, and surveying teachers.
- Coordinate scout programs; maintain relationship with Circle 10 Council and GSNETX
- Work with Director of Education to design new curriculum and policies for education programs
- Aid Director of Education in the creation and completion of educational events.

**COMPENSATION:**

This is a part-time position working approximately 24 hours per week, Tuesday through Friday. Some weekend and evening work is required. Compensation is \$15/hour.