

**SHELDON MUSEUM AND CULTURAL CENTER**  
**Haines, Alaska**  
Position Description

**JOB TITLE: Education Coordinator**

**REPORTS TO:** Museum Director

**SUPERVISES:** Volunteers working with Education Program

**GENERAL FUNCTION:** This position is responsible for the planning and implementation of education programming and community outreach designed to maximize the learning experience for children and adult residents and visitors.

**POSITION RESPONSIBILITIES:**

1. Plans and implements educational programs, assuring that the Museum and its resources are available to local public and private schools (Grades K-12) as well as home school students and groups visiting from other communities.
2. Responds to specific educational needs of the teachers. Actively promotes programs by directly contacting the teachers and other school personnel and by making presentations at the school.
3. Facilitates Tlingit Language Class and the History Day contest.
4. Plans and implements educational programs for adults; for example slide shows, lectures, tours, and workshops.
5. Coordinates and collaborates with the Haines Borough Public Library, the Haines Borough School District (Indian Education Coordinator, Community Education Coordinator., etc.), Klukwan and Klukwan Schools, Chilkoot Indian Association and other people and organizations in developing and presenting programs.
6. Develops and maintains resource files of lesson plans and other related materials.
7. Recruits and trains volunteers for Education Program.
8. Maintains the Children's Area in the Lower Gallery, providing children's educational activities.
9. Works with Director and the Exhibits Committee to update the interpretation of exhibits. Plans, designs and implements educational programs relating for permanent, traveling and temporary exhibits.
10. Presents to Director any grant funding available, applicable and appropriate to the education program. Works on the grant writing team.
11. Responsible for informing museum staff and board of special needs, programs and visitation schedules for education activities.
12. Maintains records of programs and numbers of participants. Writes monthly Education reports (part of staff reports) and an annual report at the end of each school year.
13. Works effectively as part of the Museum staff, ensuring that the objectives of the Museum are achieved. This may include performing certain tasks from another job description when that person is absent. This includes opening the Museum on weekends or odd hours for tours or programs.

**KNOWLEDGE, SKILLS AND ABILITIES**

The requirements and characteristics listed below are representative of the knowledge, skills and/or abilities required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of or ability to learn local history, Museum mission, and Museum exhibits.
- Ability to effectively work with a wide range of people from pre-school children to adults.
- Ability to relate well with teachers and remain highly visible in local schools and related community groups.
- Excellent interpretive, interpersonal and oral and written communication skills.
- Ability to operate the Museum's computer programs.

- Ability to understand and work within the special needs and requirements of a museum environment.
- Ability to manage one's own clerical tasks to include computer input, typing, correspondence, file maintenance.
- Works well with others as part of a team.

#### MINIMUM EMPLOYMENT GUIDELINES

- Bachelors degree with focus on education, or the equivalent; or training in museum education.
- Two years experience in a museum setting and/or school classroom
- Ability to work a flexible schedule that will sometimes include weekends, evenings and holidays.
- Position requires performing physical activities such as setting up, lifting and moving furniture, exhibits, crates, etc. up to and sometimes over 50 pounds.
- It requires lifting and moving artifacts and other collection items with special care as necessary for acceptable museum standards.
- Good general physical health including the ability to walk up and down stairs.

STATUS: Permanent

8 months during school year/20 hours per week. Additional hours/months are grant dependent.

BEGINNING SALARY: \$15.62 per hour.

BENEFITS: PERS, SBS in lieu of Social Security, holidays and leave. Union membership is required.