

Education Coordinator, Baltimore Museum of Industry

Position Overview

As a key member of the Education and Interpretation team, the full-time Education Coordinator is the main point of contact for teachers and program scheduling. This position plays a central role in implementing educational programming at the museum, providing clear communication with multiple stakeholders, and ensuring a quality visitor experience. The Education Coordinator works closely with all members of the Education team.

Located on the waterfront near Baltimore's Inner Harbor, the Baltimore Museum of Industry (BMI) celebrates Maryland's industrial legacy and shows how innovation fuels ongoing progress. Since 1981 our exhibitions, educational programs, and collections have engaged visitors in the stories of the people who built Baltimore and those who will shape the region's future. With an ambitious strategic plan in place, museum staff are focused on improving the visitor experience and making the museum a welcoming place of learning and dialogue.

Responsibilities

- **Coordinating.** Schedule, communicate, invoice, and track all group visits including school, birthday party, and scout programs. Work closely with Education Manager and take into account the needs and interests of visiting groups, ensure that visitors have meaningful, memorable, and quality experiences. Provide occasional front desk coverage. Attract new visitors and maintain current repeat visitors by promoting the BMI's full menu of educational programs.
- **Programming.** Support professional development training programs for part-time Museum Educators. Teach educational programs to school and youth audiences. Support public programming and the museum's Engineering Challenges. Collaborate with Education department to evaluate and envision a stronger, more streamlined Engineering Challenges program.
- **Collaboration.** Work with Director of Interpretation and Education Manager to create or enhance education and public programs. Attend to the needs of family audiences by maintaining the museum's in-gallery touch boxes and collaborate with the Weekend Programs Educator, Education Manager, and Community Programs Manager. Work to develop and sustain relationships with community and school organizations.
- **Accountability.** Maintain database of all groups and programs, provide visitation and budgetary reports. Generate reports for Maryland State Aid to Educational Institutions funding. Assess quality of programming efforts with industry-accepted evaluation methods.

Qualifications

The ideal candidate:

- Embraces our culture of relationship-building, teamwork, professional expertise, and positive communication
- Works collaboratively, prioritizes to meet deadlines, and thinks creatively about program design
- Takes a nimble and energetic approach to logistics and planning and is a motivated self-starter
- Exhibits strong customer service skills and ability to work with a diverse staff and audience
- Excellent listener and a clear communicator, particularly by phone and e-mail
- Organized, efficient, and flexible
- Experience working with the public, teaching, and/or customer service
- Passion for informal learning settings and cultural organizations
- Strong computer skills, including experience with the Microsoft Office suite. Knowledge of basic social media (Facebook, Twitter). Familiarity with Altru or other database software helpful.
- Knowledge of American economic, technological, and cultural history and/or specific knowledge of Maryland and Baltimore area history are a plus
- Undergraduate degree required

The Baltimore Museum of Industry provides equal opportunity to all applicants for employment. No applicant shall be discriminated against on the basis of race, color, religion, sex (including pregnancy), national origin, age, disability, genetic information, or any other legally protected classification.

Prior to final hiring, all candidates will be required to undergo a criminal background check in accordance with Maryland law.

The salary range for this position is \$28,000-\$34,000 DOE and benefits include paid holidays, sick time and personal time, health, dental and vision insurance and an employer match in a 403b.

To apply: Please send cover letter, resume, and names of three references to humanresources@thebmi.org noting Education Coordinator and your last name in the subject line. Applications will be accepted through Tuesday, January 8, 2019.