**Job Title:** Education Coordinator  

**Compensation:** $15/hour  
**Term:** June 1-Sept 30, 2020 (flexible)

**Reports to:** Curator  
**Department:** Curatorial

**Type:** Part-Time / Temporary / Nonexempt  
**Schedule:** 30 hours per week, schedule varies but availability must include weekends

**Position Summary**

The main responsibility of this position is to deliver public-facing presentations and programs to a variety of audiences in numerous venues in both daytime and evening event settings. Reporting directly to the Curator, this individual is responsible for implementing a full range of interpretive, educational, and outreach programs and events. Tasks also include a variety of interpersonal and administrative tasks, including planning programs and events and managing contacts and correspondence.

**Responsibilities**

- Delivers mission-based presentations that may require the demonstration of historical equipment and processes including machinery operation; the use of hands on Science, Technology, Engineering, Arts, and Math (STEAM) interactives and demonstrations; successful use of historical and exhibit components; use of electronic devices such as tablets; group and tour facilitation; and other activities as necessary
- Ensures appropriate appearance and operation of the daily work site and performs related operational tasks such as maintenance, preparation, clean-up, and other duties as necessary
- Ensures the safety of guests and staff through appropriate knowledge and action
- Helps protect artifacts, structures and landscapes from damage
- Communicates regularly with department members about operational problems and experiences, and contributes to the review and evaluation of department programs
- Continuously learns,synthesizes and delivers new content through self-preparation and an ability to memorize
- Takes and follows instructions and adheres to all policies and procedures as outlined in the Employee Handbook
- Flexibly accommodates unexpected staffing needs of the day as outlined by the supervisor, including timed programming and filling in for co-workers while remaining punctual
- Performs other duties as necessary

**Required Qualifications**
● Minimum age 18
● Experience working with the public
● Ability to work independently and as part of a team in a sometimes unstructured work environment
● Capable of communicating effectively with visitors of all ages and abilities
● Weekdays, weekend, evening, and holiday availability required. Must be available on certain Special Event dates posted in advance
● Complies with the uniform and clothing guidelines as provided
● Makes every effort to meet the terms of schedule agreement as assigned

Preferred Qualifications

● Experience in museum, school or other educational environment
● Valid driver’s license and ability to drive manual transmission

Application
To apply, email the following materials to Kathryn Pardo at kp@ohtm.org:
● Cover letter that includes your motivation for applying and explanation of your experience
● Current resume
● Contact information for three academic or professional references

Equal Opportunity Statement
The Owls Head Transportation Museum (OHTM) is an Equal Opportunity Employer. It is the policy of OHTM to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, national origin, religion or creed, sex, age, military or veteran status, disability, citizenship status, marital status, genetic predisposition or carrier status, sexual orientation or any other characteristic protected by law.

Disclaimer
The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. The above description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. Additional duties, as assigned, may become part of the job function. The duties listed above are, therefore, a partial representation not intended to be an exhaustive list of all responsibilities, duties, and skills required of a person in this position.