

# Age of Steam Roundhouse

## Job Description

**Position Description:** Education & Program Coordinator

**Reports to:** Executive Director

**FSLA Status:** Full Time; Exempt

As Education & Program Coordinator you will educate visitors about information regarding the museum including its tours, programs, exhibits and other learning opportunities. This position coordinates all tour activities. Performs outreach community services including developing and looking for educational opportunities. Working with staff and volunteers, creates and implements new programming and trains staff and volunteers to present.

### Primary Responsibilities:

- Create, develop, implement and present educational programs and tours for visitors.
- Schedule and coordinate tours with Roundhouse staff and volunteers.
- Welcome visitors and visitor groups as they arrive at the museum and engage them in conversation to pique their interest.
- Organize and distribute educational materials such as pamphlets and history notes, aimed at acquainting visitors with each display.
- Respond to visitors' questions, by providing accurate answers and feedback.
- Perform community outreach activities, aimed at developing and retaining public interest.
- Create and maintain effective relationships with external agents such as resource developers and historical scholars.
- Work with staff on the setup and maintenance of tours and displays; provide suggestions for their security and safety.
- Ascertain that all displays are properly looked after, cleaned, and maintained on a regular basis.
- Manage and oversee the work of volunteer guides, ensuring that work activities are delegated to them accordingly.
- Assist with the development and implementation of marketing efforts to promote the museum to the public and specific groups.

### Desired Qualifications:

- Bachelor's degree or equivalent experience
- Proficiency in current computer technology including software use, social media, etc.
- Prior presentation experience in museum, school or informal learning environment
- Excellent public speaking skills
- Excellent interpersonal communication skills
- Curiosity and a love for learning
- Ability to adjust to changing situations with grace
- Ability to commit to a flexible work schedule, including nights and weekends
- Reliable transportation and a valid driver's license
- Ability to lift and carry 25+ lbs., stand on feet for extended periods of time, arrange furniture (tables, chairs, desks), and climb on ladders
- Must pass background check

Interested applicants should submit a letter of interest, resume and three professional references to [aosroundhouse@gmail.com](mailto:aosroundhouse@gmail.com). No phone calls.