



## POSITION DESCRIPTION

<b>TITLE:</b>	Education Coordinator
<b>SUPERVISOR:</b>	Director of Education & Visitor Services
<b>CLASSIFICATION:</b>	Non-Exempt, Full-Time, Non-Emergency

Tudor Place Historic House & Garden seeks an **Education Coordinator**. This position is responsible for coordinating programs for schools, scouts, adults and families. The Education Coordinator is an essential part of the Tudor Place team and works closely with all staff. The ideal candidate will feel excited to share knowledge with diverse audiences, be energized by interactions with visitors and enjoy working with a creative and dynamic team.

### RESPONSIBILITIES

#### *School & Teacher Programs*

- Lead and facilitate field trips
- Coordinate school programming, including scheduling, staffing, setup, teaching, breakdown and post-programming evaluations
- Manage bookings and payments in Altru software
- Maintain relationships with schools, program collaborators and other community stakeholders
- Create and test curriculum and content for school programming, including virtual offerings
- Schedule buses and maintain accurate records for grant-funded Title 1 busing program
- Schedule Museum Teachers, staff and interns to ensure program coverage for all school groups
- Recruit and train Museum Teachers and department interns, with the assistance of Director of Education & Visitor Services
- Assist Director of Education & Visitor Services with *Civil War Washington* program

#### *Public & Scout Programs*

- Assist with planning, coordinating and executing new and favorite public programs, including annual *Trick or Treat at Tudor Place* and *Eggstravaganza!* programs
- Manage program registrations in Altru software
- Develop new programming, with Director of Education & Visitor Services
- Manage all aspects of Scout programs, including scheduling and leading programs
- Work with Director of Education & Visitor Services to coordinate, facilitate and evaluate public programs
- Schedule and manage Museum Teachers to ensure program coverage
- Create online education content for the website and social media

#### *Other*

- Lead public tours of the historic house and garden
- Open and close Visitor Center; coordinate site procedures for public hours
- Work in the Visitor Center; greet visitors and provide a general orientation to the site; assist visitors
- Work with Director of Education & Visitor Services to create learning environments that are responsive to current events and the evolving interpretation of the site
- Assist with the interpretation of new historical information
- Maintain inventories of program supplies
- Work with Communications Coordinator on promotion of programs

- Attend training sessions and ongoing program meetings
- Monitor and keep records of program expenses
- Prepare reports and analysis of school attendance and program evaluations

### **EXPERIENCE & EDUCATIONAL REQUIREMENTS**

- Bachelor's degree in American history, American studies, art history, museum studies, museum education or education; advanced degree a plus
- 1-2 years of experience creating educational programming for youth and adult audiences in a museum or historic house

### **KNOWLEDGE, SKILLS & ABILITIES**

- Knowledge of learning styles, museum education theory and practice and the ability to apply them creatively to programming and interpretation
- Ability to lead programs through a variety of technologies including Teams, Zoom and Google Meet
- Demonstrated ability to create engaging interpretative programming for both in person and remote learning
- Flexibility, enthusiasm and an attitude of respect for working with diverse staff and visitors
- Excellent interpersonal and written/oral communication skills
- Excellent organizational and time management skills
- Ability to work independently, as well as within a team
- Knowledge of early American history, architecture, horticulture and/or decorative arts a plus
- Experience working with Altru software a plus
- The physical requirements of this position are classified as medium work (exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently and/or up to 10 pounds of force constantly to move objects).
- This position requires climbing (stairs, ladders), stooping, kneeling, reaching, standing or walking for extended periods, lifting, grasping, visual acuity, keen spatial awareness and the ability to move within constricted spaces.
- Ability to work in a range of environmental conditions

### **WORK SCHEDULE**

Sunday – Thursday (35 hours weekly); some evenings required.

### **COMPENSATION & BENEFITS**

Compensation will be commensurate with experience. Salary range starts: \$43,000/ year.

Tudor Place provides excellent benefits to employees, including paid leave, paid holidays, free on-site parking and Museum Shop discount for all employees; life insurance and medical benefits are available to full-time employees.

### **TO APPLY**

Please email Helen Hubbard-Davis, Director of Finance & Administration, at [careers@tudorplace.org](mailto:careers@tudorplace.org) with resume and cover letter. Please include “**EDUCATION COORDINATOR**” in the subject line. No phone calls please.

Application Deadline: To ensure consideration for this role, please submit application materials by April 11, 2025.

**Tudor Place is an Equal Opportunity Employer.**