

POSITION INFORMATION:

The primary responsibility of the Education Coordinator is developing and administering all educational programs for K-12 demographic for Crosby County Pioneer Memorial Museum. Through our engaging museum experiences and innovative programs, we aim to spark curiosity, build confidence, and equip students with knowledge of their local history.

RESPONSIBILITIES:

- Outreach to schools and teachers
 - developing and implementing school visits and teacher opportunities
 - developing curriculum and participatory programming aligned with the museum's exhibitions and initiatives.
- Lead local history based workshops at CCPMM
- Facilitate experiences in exhibits
- Engage in customer relations
- Act as mentor
- Develop advertisement for programs held at CCPMM

The Education Coordinator reports directly to the Director, who makes assignments in terms of broad program plans and objectives, and delegates independent responsibility for their accomplishment.

REQUIREMENTS:

- 1-2 years of museum or classroom instruction experience
- Strong graphic design, video editing, and desktop publishing skills
- Strong organizational, interpersonal, and communication skills
- Knowledge of museum best practices and standards
- Valid drivers license and willing to travel
- Available for occasional evening and weekend programs/ events

Position start date: June 2024

Hourly Salary: \$12 per hour/ 20 hours per week

Applications available at CCPMM or The City of Crosbyton office

Email application to hello@ccpmmuseum.com