

Education Curator and Volunteer Manager

Tri-Cities Historical Museum (TCHM)

Department: Education

Reports to: Executive Director

Proposed Salary: \$45,000 - \$55,000

Classification: Full Time, Regular

Status: Exempt

Eligible for Benefits: Yes

Purpose:

We create connections to local history! Do you enjoy working with students and visitors of all ages? Do you have a passion for people and local stories? Are you creative, dependable, and fun? If so, we invite you to join our team! The next Education Curator and Volunteer Manager will develop and execute K-12 education programs, adult education and activities relevant to the mission of the TCHM. The position also provides engaging public programs and coordinates volunteers to support museum operations.

Qualifications: Bachelor's degree required in museum studies, education, or related field, Master's preferred, plus two or more years of museum education and interpretation experience. Teaching experience is helpful. Knowledge of museums and general education programs for students, adults, and families is required. Passion for learning about the Tri-Cities Historical Museum and our community and then sharing that knowledge with others. Understanding museum and education ethics and best practices is required.

Duties and Responsibilities with Estimated Annual Time Allocation Percentage

Educational Programming 40%

- Work under the general supervision of the Museum Director to provide education department programs, direction, priorities, schedule, and budget.
- Develop and implement educational programming for visitors, families, and special interest groups.
- Create programs that reflect the most current curriculum standards as defined by the State of Michigan and local school district requirements.
- Assist with developing a robust secondary collection for "hands-on" and other interactive exhibits.
- Coordinate and lead school tours, adult tours, and community outreach programs.
- Conduct outreach visits to schools and community groups.
- Work with staff, volunteers, and other partners to deliver high-quality, dynamic educational programming
- Collect, analyze, and apply feedback on educational activities provided.
- Engage schools and teachers to promote using museum collections to enhance curriculums.

Special Events and Programs 30%

- Creates new strategies to engage various demographic visitor groups with a focus on diversity, equity, inclusion, and accessibility.
- Create community programs to engage the public and various groups with the museum's educational mission and build a family of local supporters.
- Managed set-up and clean-up for programming, including purchasing materials, preparing space, and handling equipment.
- Develop programs, talks, tours, and workshops around exhibition themes.
- Represent and promote the museum in the furthering of productive community partnerships.

Volunteer & Intern Management 20%

- Recruit and train volunteers for museum education and engagement programs
- Responsible for new volunteer sign-up, onboarding, and annual recognition events.
- Send monthly emails and various communication to inform volunteers of upcoming projects, events, and opportunities throughout the Museum and Community Archive and Research Center.
- Develop and enhance museum internship programs and relationships with area colleges and universities.

General Administration 10%

- Lead and direct assist educational staff as needed.
- Monitors monthly department income and expenses. Works with the executive director on the annual budget for the education department.
- Contribute content to the museum's social media accounts.
- Prepare promotional materials for educational programs and special events
- Create content for Education Outreach Magazine, River Winds Junior, and River Winds.
- Writes monthly education department reports for the museum's board of directors.
- Provides the Development Director with program data and narrative support for grant applications and advancement initiatives.
- Serve on various museum and community committees as required and assigned.

Job Knowledge, Skills, and Abilities

- Ability to demonstrate and effectively communicate a comprehensive understanding of the Museum's mission and values.
- Creative, collaborative, and strategic, with analytical and problem-solving skills.
- Outstanding written and verbal communication, proven effective in public speaking and interaction with key partners and professional affiliates.
- Exceptional customer service skills and the ability to work with a diverse public and workforce.
- Demonstrated ability to handle multiple projects simultaneously while meeting deadlines, including the ability to prioritize and organize work effectively.

- Demonstrated computer proficiency, including excellent working knowledge of Google Workspace, Microsoft Office Suite, Adobe Creative Cloud, Canva, and all relevant social media platforms.
- Dedicated to Diversity, Equity, and Inclusion as part of the Tri-Cities Historical Museum's commitment to be a welcoming environment for all.
- Punctual, reliable, and able to operate in a changing environment.
- Must be able to drive to local outreach locations.
- Ability to work weekends, some holidays, and evenings as necessary.

Benefits: The museum offers a competitive benefits package including healthcare, life insurance, matching 35 IRA contributions, an Employee Assistance Program through Mosaic Counseling, vacation, and sick leave, 11 paid holidays, and up to 7 snow days per season.

Commitment to Inclusion: The Tri-Cities Historical Museum does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, gender identity or gender expression, or military status, in any of its activities or operations. These activities include but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, visitors, volunteers, subcontractors, vendors, and clients.

About the Tri-Cities Historical Museum: Founded in 1959, The Tri-Cities Historical Museum (TCHM) is a dynamic history center serving the community with exhibits, programs, archives, and exhibitions. The museum occupies two buildings: the historic Akeley building, built in 1871 and located in the center of downtown Grand Haven, and the Community Archive and Research Center (CARC), established in 2016. Anyone, anywhere, can view and search our catalog of objects, photographs, and documents on Collective Access, the Museum's free digital database of more than 70,000 artifacts.

Our mission is "Creating Connection to Local History." Residents and visitors of the Tri-Cities can explore the shared history of Spring Lake, Ferrysburg, and Grand Haven. More than 18,000 visitors annually enjoy exploring the stories of local people, events, and artifacts. The Akeley building's first floor has permanent exhibits telling the story of the Tri-Cities in chronological order. The second floor offers both small- and large-gallery space to feature rotating exhibits. Visit TCHM between May and September to experience the annual blockbuster exhibit and year-round for ever-changing exhibits focused on local history, as well as an ever-growing collection of maritime artifacts celebrating our area's long Coast Guard history.

To Apply: Please email your cover letter and resume to careers@tchmuseum.org

If you have questions or need assistance applying to this position, please email us at careers@tchmuseum.org