
Title of Position *	Director of Education
Institution *	Museum of the American Railroad
Position Location: City & State *	Frisco, TX
Position Closing Date	<u>Monday, February 19, 2018</u>

About the Institution

The Museum of the American Railroad is a 501 (c)(3) not-for-profit Texas charitable corporation established in 1962. The principal mission of the Museum is to preserve and interpret artifacts from the North American railroad industry as they relate to American life and culture. Exhibits and programs are tailored to educate and entertain general visitors and students through on-site, interactive exhibits and programming. The Museum serves as a cultural tourism destination and educational resource for the North Texas region and is funded through admission receipts as well as public/private gifts and grants.

Institution Website Address	http://www.museumoftheamericanrailroad.org/
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Summary of Responsibilities

We are seeking a dedicated and enthusiastic team player to further develop and implement educational programming for local schools in accordance with Texas Essential Knowledge & Skills (TEKS) and Science Technology Engineering Mathematics (STEM) criteria. The successful candidate will participate in the growth of the Museum as a new regional attraction in Frisco, as well as an educational resource in North Texas. The Director of Education will also play a significant role in special events planning & management, and provide general administrative support.

The Director of Education will liaison with North Texas public and private schools to determine educational needs throughout a spectrum of curricula, including social & cultural history, science & mathematics, and the arts. Based on these needs, communication objectives will be established for relevant items in the Museum's collection, along with the creation of additional supportive materials pertaining to the railroad and its influence on American life. This material will be updated periodically to comply with TEKS and STEM revisions.

The Director of Education will be responsible for the delivery of programs to students through museum study trips and in-class presentations. Programs will be tailored to each grade level and corresponding curricula needs. The Director of Education will represent the Museum and maintain dialogue with educators and administrators, gathering information and feedback to better market and improve programs.

Additional responsibilities include recruiting and training docents and tour guides, marketing and scheduling of tours & programs, any necessary research, and working with other museums and cultural institutions on cooperative admissions and programming.

Required Qualifications

The qualified candidate must possess a Bachelor's Degree in Museum Studies, Education, or related field, with an emphasis on Public History and/or Science & Technology. Museum and/or teaching experience is a plus. The ability to work independently is required. The ideal candidate will have a high level of competency in interacting with the general public in a leisure, entertainment setting, as well as working with educators and youth. The position requires a hard-working, creative, organized, self-starter who is willing to accept a variety of tasks and adapt to a changing environment. The candidate will also possess the ability to work with a small Museum staff and share a passion for the Museum's mission. Some travel is required for Museum functions, events, and off-site programming. The position also requires a high degree of mobility including climbing, some lifting, and negotiating a railroad environment.

The ability to work closely with youth in an educational environment. The candidate will demonstrate a proficiency in computer knowledge and skills, including Microsoft Office suite, Point of Sale register system, and simple accounting. Fund raising, special events, and volunteer management experience is a plus. The ability to bend, twist, climb and lift at least 30 pounds is necessary.

Compensation

Commensurate with education and experience

Apply at this Website:

Apply with this email:

kmurphy@historictains.org

Special Instructions to Apply:

Please e-mail a cover letter, resume, and a list of three references along with desired salary range to:

Kellie Murphy
Chief Operating Officer
kmurphy@historictains.org

Type "Edu. Dir." in email Subject line
