
Title of Position *	Education Coordinator
Institution *	National Cowgirl Museum and Hall of Fame
Position Location: City & State *	Fort Worth
Position Closing Date	

About the Institution The National Cowgirl Museum and Hall of Fame is a 33,000 square foot facility located in the cultural district of Fort Worth. The National Cowgirl Museum and Hall of Fame honors and celebrates women, past and present, whose lives exemplify the courage, resilience, and independence that helped shape the American West, and fosters an appreciation of the ideals and spirit of self-reliance they inspire. It is an exciting time to join the team, as the Museum is undergoing a full renovation of its exhibits.

Institution Website Address <http://www.cowgirl.net>

Summary of Responsibilities

The Education Coordinator reports directly to the Research and Education Manager and is the key leader responsible for ensuring the visitor's educational experience directly at the facility and through participation in other forums as a part of the Museum's mission.

- Renovate and coordinate Museum docent/volunteer program as well as recruit new members
 - Train gallery docents/volunteers to articulate the narrative of exhibitions and galleries
 - Develop and implement continuing education initiatives for students in grades K-12 and collaborative programs offering continuing and higher education opportunities
 - Administer and continue to enrich existing programming, such as the backpack program, camps, and school break programs
 - Create and implement engaging programming, both at the facility and outside the facility for students
 - Create/develop marketing materials for educational programming
 - Establish and maintain relationships with museums, schools, community groups, and related institutions
 - Develop and implement interpretation/education plan and corresponding policies
 - Develop and implement pre- and post-visit educational material for grades K-12 curriculum tied to education core curriculum standards
 - Oversee the development of material for individual and group visitation
 - Create written and electronic interpretive materials for exhibitions including, but not limited to, audio tours, teachers' guides, and family guides
 - Perform other duties as assigned, including assisting with museum events and programs
 - Represent the museum with a high level of integrity and professionalism, adhere to museum policies, maintain confidentiality, and support management decisions in a positive, professional manner
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Required Qualifications

- Bachelor's degree in education, museum studies, or history; master's degree in history or related field preferred.
 - 3 to 5 years in education, museum environment preferred
 - Demonstrated excellent writing, public speaking, and verbal communication skills
 - Excellent organizational skills and interpersonal skills
 - Able to handle many activities and projects simultaneously
 - Working knowledge of Word Office Suite and Adobe Suite preferred
 - Applicants should be sensitive to the enhanced public role that museums play in society and have a passion to communicate to others the mission of the Museum.
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Compensation Pay Type: Salaried, Exempt, Full Time, 40 hours/week
Salary: \$38,000 annually
Benefits: Group Medical and Dental Insurance; option to participate in a 403(B) savings plan
Work Schedule: Monday – Friday, 9:00 a.m. – 5:00 p.m. Occasional evening and weekend duties dependent upon Museum events.

Apply at this Website:

Apply with this email: bdodson@cowgirl.net

Special Instructions to Apply: Applicants should submit a cover letter, resume, and salary history.