

HISTORIC ST. MARY'S CITY COMMISSION

POSITION DESCRIPTION

Public Programs Coordinator

Reports To:	Public Programs Manager	Department:	Education
Classification:	Administrative (Exempt)	Division:	HSMC
Date:	June 8, 2022	Salary range:	\$37,400 – 40,000

Job Summary:

Under the direction of the Public Programs Manager, the Public Programs Coordinator assists in the management of group tours and educational programs, including oversight of reservation process and scheduling of groups, staff and volunteers. Assists the PPM in the training, evaluation and administration of museum guide staff. Assists in the development and implementation of educational programming for a variety of audiences. The position will require the ability to work nights and weekends in the implementation of the various tours and programs.

Essential Functions:

- **Group Tours**
 - Assist in the day-to-day management of group tours. This includes being onsite to supervise the demonstrations by interpretive and educational staff to ensure accuracy and appropriateness, trouble-shooting scheduling conflicts, parking lot conflicts, and timing of the movement of the groups.
 - Assist in developing, with input from administrative, interpretive, and research staff, Maryland state curriculum-friendly materials to correspond with on-site visits by Maryland students.
 - Serves as museum guide and conducts programs as necessary.
 - Coordinate any other groups that wish to have a tour on-site.

- **Education Programs**
 - Assist in coordinating the onsite preparations and implementation of educational programs.
 - Assist in developing and implementing a wide range of adult programming inspired by the museum's mission, exhibits and landscape including lecture series, concert series, workshops, and members-only offerings.
 - Assist in creating and implementing a wide range of creative off-site educational outreach programs for schools, day care centers, etc. Working with museum staff, create a wide range of enjoyable offerings designed to meet regional curriculum standards. Outreach program developed may include, but are not limited to, traveling trunks, living history presentations, theatrical or musical offerings.
 - Assist in the development of new summer, Saturday, and evening family-friendly programming. Assists in the evaluation and changes to current camps. Serves as staff member during these programs as necessary.
 - Assist PPM in developing, with input from administrative, interpretive, and

research staff, age-appropriate online educational activities that relate to the mission of the museum.

- **Administration**

- Hires, trains, assign, supervise, and evaluate all educational staff.
- Prepare training manuals/materials for all educational staff (paid and volunteer), supervises and/or participates in training program for all front line staff associated with educational programming including guides, museum interpreters, and Visitor Center staff (as applicable).
- Ensures that supplies, equipment, etc., are provided, maintained, and inventoried for all education programs/activities.
- In consultation with the Public Programs Manager, work with appropriate HSMC staff to develop duty lists and training for volunteers, interns and assigned staff members assisting with all educational program offerings.

- **Office Duties**

- Helps maintain Public Programs office by answering phone calls, making copies, and preparing and filing timesheets.
- Maintains the database, paperwork, scheduling and paperwork for all school tours.
- Assist with registration for public programs events and workshops

Additional Responsibilities:

- Assist college student interns by preparing projects and activities for the intern, evaluating the student on a bi-semester basis, and grading the final projects.
- Performs other duties as assigned.

The incumbent should possess the following knowledge, skills, and abilities:

- Ability to train, supervises, and evaluates museum guide staff and volunteers.
- Ability to assist in the research, development, and presentation of programs for a variety of audiences
- Some knowledge of school systems and other educational institutions
- Some knowledge of educational evaluation techniques and procedures.
- Ability to communicate in written and oral form.
- Some knowledge of Colonial History, Woodland Indian culture, and archaeology.
- Ability to use office equipment including computer, fax, copier, e-mail systems, and work with word processing and data base software programs.
- Strong organization skills.
- Must be able to work outside in a variety of weather conditions, lift up to 50 pounds, bend, and/or stand or walk for extensive periods of time.

Education and Experience:

- College degree in education, history, museum studies, or equivalent preferred.
- Experience working in an office setting.

TO APPLY:

**Please send a cover letter, resume, and three references to donna.bird@maryland.gov
Historic St. Mary's City is an equal opportunity employer.**