

## **Position Announcement: Education Coordinator**

**Gilbert House Children's Museum** is a private nonprofit children's museum connected to downtown Salem's Riverfront Park. Founded in 1989, Gilbert House Children's Museum provides innovative and stimulating educational experiences which spark children's natural curiosity. The Museum's mission is to "inspire children to learn through creative play."

### ***Key Job Elements:***

Gilbert House Children's Museum is now accepting applications for our Education Coordinator position. The Education Coordinator oversees the educational classes, workshops and programming for the Museum. The organization is seeking an individual who is passionate about informal learning experiences for children ages two to ten.

### ***Duties and responsibilities include:***

- Create curriculum for workshops and classes
- Oversee implementation of curriculum and supervise education staff
- Implement lesson plans with enthusiasm and organization
- Design creative programming for visitors in our studio exhibits.

### ***Minimum Qualifications:***

- Previous experience writing curriculum for children, youth and diverse audiences (one year of experience teaching children ages 1-12 in school, camp, a museum, or other informal education setting preferred).
- Bachelor's degree in education or related field.
- Proven curriculum design and implementation.
- Excellent communication skills including writing, public speaking, and customer service.
- Ability to apply inquiry, interpretive, and non-formal education methods.
- Proven organizational and time management skills.

This is a non-exempt, full time position that will include medical and dental insurance. The organization will consider candidates that are interested in 25 to 30 hours per week schedules. Weekend and evening work will sometimes be required. All candidates must be able to ascend and descend stairs and have the ability to lift 25 pounds. All candidates must pass a Criminal Background Check. Please visit our webpage at [www.acgilbert.org](http://www.acgilbert.org) to learn more about us.

**Supervised by:** Executive Director

**Compensation:** \$14-\$17 an hour based on experience

To apply, email (with subject line: Education Coordinator) resume, three professional references, and cover letter by May 15, 2018 to:

**Alicia Bay**

**Executive Director**

**Email: [resumes@acgilbert.org](mailto:resumes@acgilbert.org)**