TITLE: Public Education Specialist

EMPLOYMENT CATEGORY: Full-Time/Salary, based on 40 hours/week

COMPENSATION: 40k-43k (negotiable based on experience)

REPORTS TO: Vice President of Education and Interpretation

POSITION SUMMARY
The Public Education Specialist is responsible for all aspects of Historic Annapolis (HA) public education programs and activities. This position will work collaboratively with HA’s Education and Interpretation Department, other HA staff, and volunteers to keep interpretive plans up-to-date at the William Paca House and Garden, Hogshead, and the James Brice House, including continuing to create new and innovative educational offerings.

MAJOR RESPONSIBILITIES

- Serve as lead in the research, development, planning, budgeting, execution, reporting and evaluation of all education and public programs including, but not limited to:
  - Programming for new permanent exhibit on history of Annapolis
  - Annapolis Footprints - hands-on and inquiry-based lessons for elementary after-school program
  - Annapolis By Candlelight
  - Maryland Day
  - HA Lecture Series
  - Classroom, field trip, group tours, scouting, camps and other educational programs, including participation in costume when required
  - 4th of July Celebration
  - Holiday Open House
  - Family and Garden Circle events

- Responsible for building programs and relationships with outside groups that will help fulfill HA goals for education and outreach (i.e. Smithsonian Affiliates, Smithsonian Associates, other museums, garden clubs, schools, homeschoolers, scouts, etc.) working in partnership with marketing and development staff

- Provide content for grants and serve as a lead for managing deliverables, tracking funds and completing reports

- Responsible for coordinating the HA Calendar of Events

- Provide content for HA communications including website page, Constant Contact and social media for public programs, promotional flyers for programs and events, etc.

- Participate in all aspects of setup/breakdown and staffing of HA programs and special events, as required and requested
• As needed, able to assist with general museum reception and visitor services, and maintains the highest standards of customer service for all visitors
• Respond effectively and knowledgeably to visitor questions regarding Historic Annapolis, planned programs/events, local tourist information, and HA membership opportunities
• Other duties as assigned by VP of Education and Interpretation

JOB SKILLS, KNOWLEDGE AND EDUCATION

• Master’s degree in Museum Education/Museum Studies, or related field preferred; minimum of Bachelor’s degree in History/Education/Museum Studies or related field required
• A minimum of two years of work experience in public programs development, education, curriculum development, or related field
• Ability and desire to work well independently, as well as collaboratively as part of a team, performing tasks and responsibilities with energetic enthusiasm, most specifically regarding the development and delivery of public programs
• Demonstrated productive work ethic and excellent organizational, interpersonal, time management and critical thinking skills including ability to successfully handle multiple ongoing projects with a strong attention to detail
• Effective professional oral, written, and interpersonal communication skills
• Working knowledge of the State of Maryland elementary and secondary academic curriculum preferred
• Working knowledge of latest educational trends and how to work with a diverse audience base
• Dedicated commitment to the philosophy and mission of Historic Annapolis
• Excellent customer service abilities
• Proficiency in Microsoft Word, Excel, PowerPoint, Publisher, email systems, and database system required.
• Ability to follow policies, procedures and instructions to accomplish assigned tasks accurately and appropriately
• Willingness to working a flexible schedule, including as evenings and weekends as necessary to accommodate the needs of Historic Annapolis
• Public speaking experience a plus

WORK ENVIRONMENT AND SCHEDULE

This job requires the employee to work occasionally on weekend days, holidays and evenings. It also requires the employee to be active with setting up and breaking down programs, walking, standing for extended periods, climbing stairs, crouching, and stooping. This position also requires the employee be able to sit for extended periods of time, including at computer workstation. Work environment is mostly indoors, but sometimes outside, as well. The position occasionally requires the ability to lift up to 25 pounds.

APPLICATION PROCESS AND DEADLINE

Interested applicants should send a resume, cover letter, and salary requirements to lucy.mikhailova@annapolis.org by February 14, 2020. Historic Annapolis is an equal opportunity employer.