

School, Tour & Outreach Coordinator

Pay: Negotiable based upon experience	Status: Full Time preferred, Part time optional based on applicant	Created: 11/2/2023
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POSITION DESCRIPTION

The National Cowboy & Western Heritage Museum in Oklahoma City seeks an experienced education professional to join our team. This position is responsible for creating and fostering relationships with Oklahoma Schools to increase field trip attendance to the Museum. This position creates, promotes, and evaluates high-quality K-12 Museum programs that aligns with Oklahoma Academic Standards.

ESSENTIAL RESPONSIBILITIES

- Develops and fosters relationships with the Oklahoma School Districts to increase field trips to the Museum and actively promote museum programs to broader education community.
- Creates and develops innovative curriculum for gallery programs for K-12 grades to enhance a student's learning and to develop a love of history. Trains the docents and staff on the curriculum-based program.
- Oversees school tours and conducts extensive school and teacher program evaluation to inform and evolve programs.
- Manages the development of resources, interpretive materials and online pre/post field trip curricula designed for schools and teachers, ensuring that all programs and resources align with current state academic standards.
- Books school fieldtrips in our database, corresponds with teachers before visit and schedule docents to lead the tours. Greets teachers and schools when they arrive at the Museum for the fieldtrip, based on schedule.
- Promotes or represents the museum at school and community events.
- Creates, trains, and provides outreach programs to rural schools and track how many of those students visit the Museum after the program.
- Enlists and collaborates with teachers to design and assess new curricula.
- Works closely with cross-departmental teams to support exhibition development, devise learning goals and outcomes and designs interpretive strategies.
- Works with Education Coordinator to edit or creates interpretive content for tours for core gallery interactives and temporary exhibitions.
- Works closely with educational grant writers to prepare program proposals.
- Prepares monthly and annual reports detailing activities.
- Maintains mail and contact lists for targeted teachers and school administration.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

Education and Experience

- Master's degree (preferred) in museum education, education or related field.

- 5 years experience in teaching, education administration, or comparable setting.
- Strong curriculum development skills.
- Experience with object/inquiry-based teaching and learning.
- Must have a great relationship with at least one metro school district.
- Valid Oklahoma Drivers License and an acceptable driving record according to our insurance.

Skills and Abilities

- Outgoing, diplomatic and perceptive with strong interpersonal skills.
- Excellent verbal and written communication skills.
- Ability to work collaboratively as part of a team with staff and external associates.
- Strong organization and project management skills, and ability to manage multiple projects simultaneously.
- Ability to work a flexible work schedule.
- Proficient with Microsoft Outlook, Word, PowerPoint, Excel, and databases.

HOW TO APPLY:

Interested candidates should send their resume, cover letter that includes your salary requirements and background of why you would be the best fit for this role to: HR@nationalcowboymuseum.org

Position will remain posted until filled.