



The Mattatuck Museum, Waterbury, CT

JOB TITLE: Education Coordinator

REPORTS TO: Director of Education

FSLA STATUS: Full-Time, non-exempt (hourly)

Hourly Rate: \$15-\$17/hour, commensurate with experience

The Education Coordinator is integral to the Education Department and the successful operation and growth of educational programming. During the academic year the Coordinator will schedule, oversee, and lead school trips to the Museum and/or virtually for Waterbury Public Schools students as well as other grant-funded school trips, afterschool/grant-funded programs, and other museum tours. In summer and during school breaks, the position will focus on docent recruitment, family and youth programs, and community outreach. The ideal candidate will have an art or art history background and is comfortable leading programs for student, family and adult groups.

RESPONSIBILITIES:

- Oversee all aspects of scheduling Waterbury Public School tours (in-person and/or virtual) including: maintaining/updating teacher lists, outreach to principals, curriculum coordinators, teachers, bus coordinators and bus companies;
- Schedule other school groups (in-person and/or virtual) covered by grant-funded projects including (but not limited to) ACCESS Tours (special needs students), ION Bank (Naugatuck Valley students), and others as secured;
- Respond to requests for education related programs including afterschool programs, homeschool days, group tours, special tours, etc.;
- Implement school tours and family and youth programs as needed both onsite and at other sites, i.e., rehabilitation centers;
- Oversee the docent program including (but not limited to) recruiting docents, organizing, assisting and/or conducting training sessions (for example: onboarding sessions, feedback sessions, and workshops to benefit docent instruction).
- Work with the Director of Education to organize docent enrichment programs (for example: field trips, luncheons, hands-on workshops, and holiday celebrations);
- Schedule museum docents for school visits and other guided group tours to ensure all necessary programs have sufficient coverage;
- Maintain the Education Department's Altru data input (including data on education programs, group reservations, and events) to ensure proper scheduling of school tours, public programs, and docent coverage, as well as providing information for program funders (City of Waterbury, foundations, etc.);
- Assist in Strategic Plan implementation to grow the Museum's education contacts and reach within Waterbury and other area schools;
- Serve as lead educator for afterschool programs on site, virtually, and in schools;
- Contract and schedule teaching artists leading in-school and afterschool programs;
- Develop/present virtual and/or in-person Memories@the MATT monthly programs using museum collections/exhibits (partnership with CT Alzheimer's Assn);
- Assist with interpretive projects and OnCell content development as assigned;
- When assigned, serve as ambassador for the Museum on panels and committees of local organizations, at community events, and/or attending community meetings;
- With notice, work schedule will require some evening, weekend, and/or holiday hours. Occasional travel within and/or beyond the region may also be required;
- Other duties as assigned by supervisor.



The successful candidate will possess the following:

- Solid written and oral communication skills (Spanish language skills a plus);
- Demonstrated creativity relating to the development and presentation of tours, public programs, art programs, and writing materials;
- Supervisory experience with knowledge of workplace regulations, procedures and techniques;
- Interpersonal and management skills, combined with a team-player approach;
- Demonstrated ability to collaborate with volunteers and professionals;
- Strong organizational and management skills;
- Ability to work independently without close supervision;
- Punctual and reliable;
- Proficiency in computers MS Office (Outlook, Word and Excel), collaborative software such as Microsoft Teams, and data management software such as Altru (Altru training will be provided).
- Experience with social media (Facebook, Twitter, and Instagram) and the desire and ability to learn new programs; and
- Knowledge of educational technologies as tools for learning/teaching.

The Museum offers a full benefits package including vacation, holidays, health/dental insurance, and 403(b) plan, as well as support for professional development to qualified employees.

To apply, please send cover letter, current resume, and 3 professional references to: MUSEUM EDUCATION COORDINATOR, Attn: Janice Shambor, Finance Manager via email to janice@mattmuseum.org.

Documents should be sent as attachments using Microsoft Word or PDF format and should not exceed five (5) megabytes. No phone calls please. Only those selected for an interview will be contacted. The Mattatuck Museum is an Equal Opportunity Employer. As such, we are interested in candidates who are committed to high standards of scholarship, performance and professionalism, as well as to the development of a climate that supports equality and diversity.