



The Mattatuck Museum, Waterbury, CT

JOB TITLE: Education Coordinator
REPORTS TO: Director of Education
FLSA STATUS: Full-Time, Exempt
SALARY: \$45,000 - \$49,000 commensurate with experience

The Education Coordinator is integral to the Education Department and the successful operation and growth of educational programming. The Coordinator will schedule, oversee, and help lead school/group trips to the Museum as well as other programming including off-site afterschool programs, Intermediate and Homeschool Art programs, and other programs as determined by department need. The position will also focus on docent recruitment, and community outreach. The ideal candidate will have a studio art background and is comfortable leading art programs and art/history tours for student, family and adult groups.

RESPONSIBILITIES:

- Oversee all aspects of scheduling Waterbury Public School tours 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;
- Respond to requests for and lead outreach for non-WPS school tours, group tours and MATT on the Go programs;
- Schedule and facilitate MATT on the Go, Home Away From Homeschool, Intermediate Art Classes and other 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) and leading monthly docent meetings, scheduling docents for school visits, group tours and large public events (i.e. Family Fun Dayz and Artrageous)
- Work with the Director of Education to organize docent enrichment programs (for example: field trips, luncheons, hands-on workshops, and holiday celebrations);
- Maintain the Education Department's DoubleKnot (CRM) input of data on school tours, group reservations and any events overseen by the position;
- Assist the department in continuing to fulfill the goals of the Strategic Plan;
- Serve as lead art educator for afterschool programs on site, virtually, and in schools;
- Work with the Education Department team to collectively fulfill programmatic needs, including help with Family Fun Dayz, School's OUT!, Night at the Museum, and other major programs;
- Develop/present virtual and/or in-person Memories @ the MATT monthly programs using museum collections/exhibits (partnership with CT Alzheimer's Assn);
- Required to work 1 Saturday per month based on program needs and requirements (currently coincides with Intermediate Art Classes and Family Yoga);



- With notice, work schedule will require some evening, weekend, and/or holiday hours (i.e. School's OUT! occurs on school holidays). Occasional travel within and/or beyond the region is required;
- Other duties as assigned by supervisor.

The successful candidate will possess the following:

- Spanish language skills are preferred;
- Artistic ability to facilitate art programs;
- Solid written and oral communication skills;
- 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;
- Proficiency in computers MS Office (Outlook, Word and Excel), collaborative software such as Microsoft Teams, and data management software such as DoubleKnot (Training in DoubleKnot will be provided)
- Experience with social media (Facebook, Twitter, and Instagram) and the desire and ability to learn new programs;
- 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, resume, and 3 professional references to: EDUCATION COORDINATOR, Attn: Bill Ezarik, CFO via email to bill@mattmuseum.org.

Documents should be sent as attachments using Microsoft Word or PDF format. 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.