



HUDSON RIVER MARITIME MUSEUM

Wooden Boat School | Sailing & Rowing School | Home Port & Education Center
50 Rondout Landing, Kingston, NY 12401 | 845-338-0071 | www.hrmm.org

Employment Opportunity: Education Program Coordinator

Posting Date:

March 3, 2021

HRMM is seeking an educator with history knowledge to create and deliver education programs to visitors of all ages. BA in History required and some experience preferred. Part or full time and some weekend hours.

About the Position:

The Education Program Coordinator will be responsible for developing and managing history education programs for the Museum. Programs will be delivered to visitors of all ages, but will focus on youth, and could include tours of the galleries, lectures, and youth programs. Some programming exists, but successful candidate will also be expected and encouraged to develop new programming.

Position is either part or full-time. Flexible hours and weekend work is required. Employment begins in early April and extends into September. Pay range will be from \$16 to \$18/ hour depending on experience.

Job Requirements:

- Bachelor's degree in History, Museum Studies or related field
- 1-3 years of experience with non-profit arts education programs, or an equivalent combination of training and experience
- Be passionate about teaching , especially the subject of history
- Ability to successfully work independently, remotely, and in team environments
- Demonstrated organizational skills and ability to balance multiple priorities and meet deadlines in a fast-paced office
- Possesses excellent written, speaking, and interpersonal communication skills
- Highly proficient in the use of computers and software applications,
- The ability to use and learn new applications and platforms for the socially distanced, digital world
- Demonstrated outgoing personality with excellent collaborative skills
- Possesses positive attitude, initiative, sound judgment, and strong decision making skills
- Knowledge of local history, history-based learning, , and K-12 curriculum standards a plus

Tasks Include:

- Delivering existing educational programs, both in-person and virtual

- Innovating new education programs and delivering them, both in-person and virtual
- Contacting and cultivating relationships with schools and teachers
- Recruiting and training volunteers to assist
- Developing curriculum, teaching aides and outreach tools
- Creating budgets for programs, and tracking costs
- Writing promotional narrative and providing images for PR manager
- Assisting with larger events and festivals

To Apply:

Please send cover letter and qualifications/resume to Lisa Cline at lcline@hrmm.org or by mail to:

Hudson River Maritime Museum
50 Rondout Landing
Kingston, NY 12401

The **Hudson River Maritime Museum** is dedicated to the preservation and interpretation of the maritime history of the Hudson River, its tributaries and related communities. In addition to extensive collections documenting maritime transportation, industry, recreation, and natural science, the museum offers classes and programs at its Wooden Boat School, Sailing and Rowing School, and aboard its floating classroom, Solaris. The museum is located along the historic Rondout waterfront in downtown Kingston.

HRMM is an equal opportunity employer and considers all candidates for employment regardless of race, color, sex, age, national origin, creed, disability, marital status, sexual orientation, or political affiliation.