



The Mission of the Port Huron Museum is:
The Port Huron Museum preserves and illuminates the stories of Michigan and the Great Lakes, through the lives and experiences of local people.

OPEN STAFF POSITION

Deadline for Resumes: *Friday, Feb. 9, 2024*

TITLE: **Curator of Programs & Education**

HOURS PER WEEK: **Full Time Seasonal:** 24 – 40 hours per week, year-round (Flexibility required; includes some holidays, weekends, and possibly evenings.) About 1,600 hours per year.

PRIMARY PURPOSE: Responsible for creating, planning, facilitating, and evaluating educational programs for adults, families, scout troops, and school audiences at all museum sites and in-school programming.

SALARY: \$15.00 per hour

SUPERVISOR: Executive Director; Works closely with Staff Coordinator and Visitor Services Coordinator.

DUTIES AND RESPONSIBILITIES:

Schools

- Work with Visitor Services Coordinator to plan and schedule school field trips and programs.
- Create and facilitate school field trips and in-school programming.
- Sets and tracks annual goals and strategies for school programs by working with supervisor
- Continually evaluate, update and execute onsite and offsite educational programs for school audiences that adhere to the current Michigan state standards.

Programing

- Execute or oversee the execution of programming for all public audiences at all museum sites; including set up and timely cleanup of all areas used.
- Prepares supplies for all educational programs
- Create and evaluate new and existing programs
- Works closely with Site Leads/Community Engagement Lead to develop a strategy and timeline for providing all details in advance for marketing of programs at all sites
- Work closely with supervisor to develop annual Educational Programs budget and track budget and actual reports
- Plans unique events specific to members

Events, Tours & Programs

- Work with Visitor Services Coordinator to plan and schedule group tours and programs.
- Work with Curator of Collections and Exhibits and/or others to ensure exhibits or collection items can be prepared and brought out for special events or special interest groups.



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Other Responsibilities

- Manage team assistants and staff related to education/programming
- Oversee and manage interns as necessary
- Fundraising and Grant Writing is encouraged to help support program ideas
- Help plan and staff major events
- Other duties as assigned

Qualifications, Skills and Expertise Required

- BA preferred with focus on elementary education
- Experience educating and supervising large groups of children
- Ability to create educational programming for people of all ages
- Experience in customer service
- Effective verbal and written communication skills
- Ability to create and track budgets
- Ability to read and interpret documents such as safety rules and procedure manuals.
- Ability to solve practical problems
- All Museum employees are expected to maintain highest degree of ethics and professional standards and to help maintain a friendly spirit of cooperation with fellow staff, volunteers and visitors.
- Experience working with software such as Google suite and Microsoft Suite
- May involve climbing stairs numerous times per day
- May involve standing up to 8 hours
- Lifting up to 40 lbs.
- Able to tolerate working outdoors and indoors in non-air-conditioned spaces
- Some sites are not ADA compliant due to historic designation
- Must be available to work weekends and possible evenings

**Please submit your Cover Letter and Resume via email to employment@phmuseum.org
NO PHONE CALLS PLEASE.**