



Title: **Museum Educator**

Full time, year-round/Based on 40 hrs. per week

Reports to: **Executive Director**

Job Summary:

Reporting to the Executive Director, the Museum Educator is responsible for the development, coordination, delivery of programs and the evaluation of the Museum's educational programming in the topic of recreational boating history. This position works closely with the Master Boatwright, Curator, and seasonal Staff Team. Through development and delivery of mission-driven programming, workshops, and classes, the Educator plays a role in shaping the ABM's visitor experience and fulfilling the Antique Boat Museum's mission. Working 40 hours per week Monday – Friday, with other education responsibilities as assigned and during event weekends throughout the open season.

Duties:

On-site Programming

- Organize adult, family, and youth programs and courses
- Organize and manage the Docent Training Program for General Tours and La Duchesse
- Assess and/or develop new courses and programs
- In collaboration with Facility Rentals, Events, and Maintenance ensure classroom space is reserved and setup for courses and programs

Outreach & School Programming

- Work with Teachers to write curriculum, teacher resource kits, and pre/post visit activities
- Write grants, proposals, and final reports for in-school programs
- Encourage, schedule and lead school field trips
- Teach in-school lessons
- Develop new Outreach Programs
- Oversee the Captain's School program

Waterfront Programming

- Works closely with the seasonal Sailing Instructors to support on-water activities with seasonal staff
- Seek and identify additional on-water educational experiences, and/or collaborations, i.e., rowing/sailing clubs, Dragon Canoe clubs, Yacht Clubs, etc...

Administration

- Develop and manage Education-related budgets
- Hire seasonal staff related to Educational programming and supervise ED department volunteers, and education interns

- Assist in marketing educational programs
- Administer course registrations, confirmations, and cancellations
- Create and maintain databases of class participants, working with the Advancement office to set up records of class participants
- Serve as the liaison to the Board's Education Committee

Events/Exhibitions

- Organize speakers for Homer L. Dodge Lecture series, forums for Boat Show and other annual and/or special events in collaboration with Events & Communications Manager and appropriate committees
- Participate in exhibit design and interpretive planning meetings

Qualifications

Candidates should possess

- Bachelor's Degree in Education, Museum Studies, History or related program
- Teaching Certificate or experience teaching and/or running educational programs
- Excellent communication skills, both verbal and written
- Organized and efficient, strong decision-making skills
- Positive experience working with children and adults in a public setting
- Experience with Microsoft Office applications, digital photography and document scanning
- Ability to handle multiple tasks simultaneously in a busy seasonal setting
- Flexibility and Positive Attitude

The following knowledge, skills and abilities are preferred

- Master's Degree and/or curriculum and instruction; classroom teaching experience K-12
- Grant writing skills
- Knowledge of boats and St. Lawrence River helpful

Mission Statement:

The Antique Boat Museum collects, preserves, interprets and celebrates boats and related artifacts to advance public understanding of the importance of boating to the cultural history of North America and the St. Lawrence River in particular.

Vision 2022:

Through a network of locations and partnerships, the Antique Boat Museum will be widely recognized as the premier freshwater nautical museum in North America and the leader in connecting people with boats and boating history. Our collections, exhibits, and programs will create centers for learning, resources for other cultural and educational organizations, and places to experience all aspects of boating.

The museum is a 501(c)3 tax-exempt organization and is Chartered by the New York State Department of Education. Equal opportunity employer. On the web at: www.abm.org.

To APPLY: Submit cover letter, resume, writing sample, and three references to: Matt Perrin, Administrative Assistant, mattperrin@abm.org. Please submit application materials no later than December 1, 2021