

EDUCATION COORDINATOR

Summary

Department: Education
Reports To: Director of Education
FLSA Status: Exempt

The Educator Coordinator is a professional position responsible for coordinating educational programs, outreach and curricula.

Job Duties:

- Provide administrative and research support to Director of Education
- Perform administrative duties related to educational and docent trainings, including teacher conferences and workshops and professional trainings
- Assist in education outreach for group tour recruitment, including electronic and phone outreach, teacher and educational fairs, and other outreach programming, as needed
- Assist in installation and de-installation of special exhibits as needed
- Supervise curriculum trunk program, including maintenance, updating, outreach and scheduling
- Assist in creation of 2nd generation speakers' presentations, including PowerPoint design, video editing, and historical research
- Assist in development and writing of curricula and lesson plans for Museum's core and special exhibits
- Lead tours or educational add-on programs at Museum, as necessary
- Work closely with the Chief Education, Programs, and Exhibits Officer, other Education Coordinators and the Assistant Director of Programs
- Provide support to the Educational Department in all its activities
- Other duties and projects as assigned

Key Requirements:

- 3 years relevant professional work experience in education or museum environments
- Bachelor's degree
- Coursework in History or Education preferred
- Knowledge of the Holocaust preferred
- Strong interpersonal skills and ability to work effectively in a team environment
- Excellent organizational and communication skills

- Proficiency in Microsoft Office (Excel, Outlook, PowerPoint, Word) preferred and ability to learn computer software
- Able to work nights and weekends
- Available for some overnight travel
- Available for some international travel
- Able to work with internal and external customers
- Able to lift up to 50 lbs. and carry items while walking
- Able to set up and break down event rooms

Competencies:

1. Judgment/Decision Making
2. Communication – Oral and Written
3. Organization/Planning
4. Business Literacy
5. Customer Focus
6. Integrity
7. Initiative
8. Collaboration/Teamwork

Applicants, please send cover letter referencing the job title and resume to resume@dallasholocaustmuseum.org