



EDSEL & ELEANOR FORD HOUSE

Job Description

Position Title: Education Programs Coordinator- (humanities emphasis)	
Department: Visitor Experience	Grade/Classification: 5
Reports To: Director of Visitor Experience	Status: Exempt
Date: March 2019	

Basic Purpose

The **Education Programs Coordinator (humanities focus)** is responsible for the ongoing development, planning, budgeting, coordination, evaluation, and improvement of educational programs and events for children, families, adults, teens, and student groups. Educational programs will offer diverse opportunities for meaningful connections to our themes: History, Art, Environment, and Family.

Responsibilities

- Develop, plan, coordinate, implement, and evaluate education programs including workshops, classes, and events for adults, students, and families, particularly in the areas of history, design, fine and decorative arts, and performing arts.
- Collaborate with members of the Visitor Experience team and other departments.
- Incorporate the mission of the Edsel & Eleanor Ford House, the strategic plan, and the interpretive master plan in aligning programming themes, content, and delivery to ensure they support the goals of the organization.
- Research current and potential audiences for programming development. Bring mission and audience information together to enhance current programs, cultivate new audiences, and provide dynamic and robust programming.
- Collaborate with the Visitor Experience team to redesign current and develop future school tours based in scholarly research and pedagogical best practices.
- Collect evaluation data about programs. Use data to enhance and improve programs.
- Foster relationships with community partners and develop meaningful outreach programs.
- Collaborate, site wide, with other departments on educational programs and events including communicating logistical details and support needs.
- Generate and manage budgets for educational programs and events
- Participate in ongoing professional development and maintain memberships and activity in professional organizations.
- Monitor and participate in educational programs and events, including weekends and holidays.
- Participate in the research and development of innovative tour strategies, including the theatrical dimensions of interpretation and public speaking.
- Develop online content related to programming and exhibitions for teachers and students and potential visitors.

Education, Experience & Skills

- A Bachelor's degree in the humanities, education, museum studies, the arts, or another field with relevant work experience. A Master's degree is preferred.
- Experience developing and managing educational programs and events, including experiential/hands on learning.
- Experience with interdisciplinary educational strategies.
- Workshop and or classroom teaching experience required. Experience teaching adults, students, and families preferred.
- Familiarity with current pedagogical strategies. Experience with the meaningful engagement of State and Common Core Standards preferred.
- A demonstrated record of creativity, flexibility, and adaptability.
- Excellent organizational and project management skills.
- Ability to multi-task and effectively manage concurrent projects and deadlines.
- Excellent written communication skills.
- Excellent oral communication, interpersonal, and customer service skills- for a variety of audiences.
- Ability to present information in a variety of formats, to a variety of audiences, and to communicate Ford House's mission with passion.
- Initiative and ability to work independently. Receptivity to feedback and guidance.
- Ability to plan three years out.
- Strong computer skills and interest in emerging technologies.
- Demonstrated record of budget management.

HOW TO APPLY

Submit cover letter, resume', and salary requirements to jobsearch@fordhouse.org.