Description

The Forney Museum of Transportation Education Coordinator is responsible for overseeing the development, coordination, implementation and evaluation of all educational programs presented both on and off site at the museum, engaging visitors of all ages and backgrounds. You will work closely with other museum staff to create a dynamic and interactive learning environment that highlights the museum’s collections that conveys the history and significance of transportation. You will also be responsible for creating curriculum, developing educational programming, scheduling and leading tours. You will work in a marketing capacity to promote educational events and programs to schools, the general public, and other organizations. As an Educator, you will be expected to inspire visitors and encourage an appreciation of various forms of transportation and their historical context and ongoing contributions to society. We strive to create a supportive and inclusive atmosphere where all individuals feel appreciated and respected.

Mission Statement

The Forney Museum of Transportation is a 501 (c) (3) non-profit organization which exists to collect, preserve, and exhibit items of artistic, historical and technological interest relating to transportation for the purposes of education and personal enrichment.

Duties

The primary liaison to the Globeville-Elyria-Swansea community, ensuring the Forney Museum’s regular involvement in any appropriate events.

Developing and maintaining relationships with community organizations and leaders, scouting potential partnerships and sponsorships, and events that align with our mission.

Outreach to underrepresented groups and proactively working to eliminate obstacles that may hinder their participation in our events and programs.

Teach (or schedule others to teach) all on site educational programs.

Facilitate training of volunteers on all education programs.

Promote educational programing, guided tours, and other museum related events.

Research and pursue grants related to educational programing. Coordinate with Executive Director.

Provide supervision of students at all times during the duration of classes, programs, and tours extending to the release of students to guardians. Maintain the highest possible degree of safety.

Solicit, schedule, and conduct school, senior, DD, and community guided tours. Place reminder calls and emails to confirm. Coordinate with Volunteer Coordinator for needed assistants.

Work with local area schools, senior organizations, technical colleges, and others to schedule transportation history related programming and tours.
Provide recommendations to the Executive Director for education department funding.

Staff the front desk/gift shop when required.

Mandatory attendance at special museum events.

Additional duties as assigned.

The Forney Museum holds a variety of programs and events that the Education Coordinator is responsible for planning, organizing, and executing. A few examples follow:

- Monthly Speaker Series
- Annual Neighborhood Bicycle Give Away
- Cinco de Mayo Celebration
- Big Boy Days
- Trunk or Treat
- Book Club
- Children’s “Story Time”

Requirements:

A Bachelor’s degree in Education, Museum Studies, or a related field.

A minimum of two years of experience in education programming.

- Exceptional organizational skills.
- Strong communication skills among all ages and diverse backgrounds.
- Communicate clearly and effectively in the English language, both in oral and written form.
- Able to carry out oral and written instructions in an independent and constructive matter.
- Understand and apply pertinent personnel policies, laws, rules, and regulations as well as abiding by all 501(c)(3) non-profit requirements.
- Ability to work independently as well as part of a team.
- The ability to speak publicly and lead guided tours.
- Convey ideas and disseminate information clearly and concisely both verbally and in writing
- Strong computer skills (Word, Spreadsheets, Square POS, Constant Contact, creating multimedia, and strong social media skills).
- Regular, reliable and punctual attendance is essential because of limited resources, costs, productivity and quality continuity.
- Ability to interact successfully with coworkers, volunteers, teachers, parents and students.
- Ability to make independent decisions and respond to immediate needs of students, emergency situations, and program needs.
- Ability to memorize and recall facts, figures, and information
- Ability to move up to fifty pounds and set up equipment.
- Learn the front of house point of sale system, providing staffing support in the gift shop as needed.
- Able to work additional weekends/evenings.
- Demonstrate an understanding, patience, and receptive attitude toward students of varied age groups, including adults in small as well as large group activities.
- Participation in and at offsite activities and events throughout the year.
- Must possess a valid driver’s license.
- Comfortable working with a diverse clientele i.e. Developmentally Disabled, Elderly, LGBTQ+, etc.
- You must be willing to submit to a criminal background check(s) and random drug testing.
- Must provide a minimum of three professional references.
- Full time beginning at 35 hours per week; 9:30 am to 5:00 pm Monday – Friday with additional weekends and/or evenings as needed.

Desired:

- Bilingual (Spanish Fluent)
- Leadership experience
- A strong interest in history and transportation.
- A familiarity with cars and trains, etc. as well as mechanical concepts
- Able to read cursive writing and print legibly
- Familiarity with 501c3 operations
- Ability to operate a manual transmission vehicle

Supervision

The Education Coordinator works under the direct supervision of the Executive Director.

Compensation

$18.50 per hour with accrued vacation, sick time and paid holidays.

No Phone calls or Drop-ins. Please email cover letter, resume, and references to director@forneymuseum.org subject line “Education Coordinator” to apply for this position at the Forney Museum of Transportation. All applicants are encouraged to visit our website forneymuseum.org to familiarize yourself with our institution. We look forward to meeting you.