



Education Coordinator

We are currently seeking an experienced and motivated professional with a belief in our mission to serve in the role of Education Coordinator.

The National Cowgirl Museum and Hall of Fame is a 33,000 square foot facility located in the cultural district of Fort Worth. The National Cowgirl Museum and Hall of Fame honors and celebrates women, past and present, whose lives exemplify the courage, resilience, and independence that helped shape the American West, and fosters an appreciation of the ideals and spirit of self-reliance they inspire. Visit www.cowgirl.net and our Facebook page to learn more about the Museum.

The Education Coordinator reports directly to the Research and Education Manager and is the key leader responsible for ensuring the visitor's educational experience directly at the facility and through participation in other forums as a part of the Museum's mission. It is an exciting time to join the museum team, as the Museum is undergoing a full renovation of its exhibits.

Essential Duties and Responsibilities

- Renovate and coordinate Museum docent/volunteer program as well as recruit new members
- Train gallery docents/volunteers to articulate the narrative of exhibitions and galleries
- Develop and implement continuing education initiatives for students in grades K-12 and collaborative programs offering continuing and higher education opportunities
- Administer and continue to enrich existing programming, such as the backpack program, camps, and school break programs
- Create and implement engaging programming, both at the facility and outside the facility for students
- Create/develop marketing materials for educational programming
- Establish and maintain relationships with museums, schools, community groups, and related institutions
- Develop and implement interpretation/education plan and corresponding policies

- Develop and implement pre- and post-visit educational material for grades K-12 curriculum tied to education core curriculum standards
- Oversee the development of material for individual and group visitation
- Create written and electronic interpretive materials for exhibitions including, but not limited to, audio tours, teachers' guides, and family guides
- Perform other duties as assigned, including assisting with museum events and programs
- Represent the museum with a high level of integrity and professionalism, adhere to museum policies, maintain confidentiality, and support management decisions in a positive, professional manner

Education and Experience:

- Bachelor's degree in education, museum studies, or history; master's degree in history or related field preferred
- 3 to 5 years in education, museum environment preferred
- Demonstrated excellent writing, public speaking, and verbal communication skills
- Excellent organizational skills and interpersonal skills
- Able to handle many activities and projects simultaneously
- Working knowledge of Word Office Suite and Adobe Suite preferred
- Applicants should be sensitive to the enhanced public role that museums play in society and have a passion to communicate to others the mission of the Museum

Compensation:

Pay Type: Salaried, Exempt, Full Time, 40 hours/week

Salary: \$40,000 annually

Benefits: Group Medical and Dental Insurance; option to participate in a 403(B) savings plan

Work Schedule: Monday - Friday, 9:00 a.m. - 5:00 p.m. Occasional evening and weekend duties dependent upon Museum events.

Applicants should submit a cover letter and resume to:

Bethany Dodson
Research and Education Manager
The National Cowgirl Museum and Hall of Fame
1720 Gendy Street
Fort Worth, Texas 76107
bdodson@cowgirl.net