



<b>TITLE:</b>	Education Programs Specialist
<b>EMPLOYMENT CATEGORY:</b>	Exempt, Salaried / Full-Time (based on 40 hours/week)
<b>COMPENSATION RANGE:</b>	\$43,000 - \$45,000 (commensurate with experience)
<b>POSTING DATE:</b>	June 28, 2022
<b>REPORTS TO:</b>	Vice President, Education and Interpretation

**POSITION SUMMARY:** The Education Programs Specialist is a new position in the Department of Education and Interpretation at Historic Annapolis (HA). The Specialist will be responsible for researching, developing, implementing, and participating in new and innovative educational programs and activities centered on HA sites' interpretive content and themes. The Specialist will work alongside a mission-oriented team of individuals who are committed to creating and delivering high-quality educational programming for our organization. In this position, the Specialist is responsible for all aspects of HA's public education programs and activities at HA sites, to include the Museum of Historic Annapolis, the William Paca House and Garden, the James Brice House, Hogshead, and the Waterfront Warehouse.

This position is an exceptional opportunity for a talented individual to grow professionally as a part of an impactful organization that has become increasingly visible in Annapolis the past several years, making connections with our past to envision a better future for the entire community. Our newest exhibition, *Annapolis: An American Story*, in particular, can provide a creative individual a wonderful opportunity to develop programs and meaningful connections with a broad, diverse audience. The ideal candidate will have a passion for our organization and mission as an educator, possess superb verbal and written skills, and have experience in public program development, education, and curriculum development.

The position offers a competitive salary and a generous benefits package, including paid leave, holidays, and health coverage. It is an exciting time in the history of our organization, and we invite you to consider joining the team at Historic Annapolis.

**ABOUT HISTORIC ANNAPOLIS:** The mission of Historic Annapolis is to *Preserve* and *Protect* the historic places, objects, and stories of Maryland's capital city, and provide engaging experiences that *Connect* people to the area's diverse heritage. HA serves as a steward of a dozen historic buildings for the State of Maryland, operates multiple historic house museums, advocates for historic preservation, and is currently engaged in an extensive, state-of-the-art restoration of a National Historic Landmark. For more information, please visit our website at [annapolis.org](http://annapolis.org).

**MAJOR RESPONSIBILITIES:**

- Lead the creation, execution, reporting and evaluation of all education and public programs. Ensure programs are diverse, accessible, and inclusive, and engage visitors of all ages.
- Develop relationships and coordinate programs with HA's museum partner sites, state and local educators, based on topics related to HA's museum interpretive content and themes.
- Develop State of Maryland curriculum-aligned school programs, including field trips, that support teachers with their classroom objectives. Plan and design programs with educational goals, objectives, and methodologies that align with Maryland's state educational standards.
- Develop programs for group tours, home schoolers, scouting, camps and other educational programs (such as Annapolis Footprints), including participation in costume when required.
- Develop and present special events programming at HA sites (such as Annapolis by Candlelight, Maryland Day, July 4<sup>th</sup> , and a holiday celebration)

- Manage the HA Lecture Series, both virtual and in-person, to include providing for logistical and technical support.
- Represent the Education team on several committees, to include the HA Educational Advisory Committee and the Chesapeake Crossroads Education Committee.
- Prepare digital resources geared towards students and educators for HA sites, including worksheets, student and teacher resources, video content, HA website content, and virtual field trips.
- Build programs and relationships with outside groups, in coordination with the Development department, to advance HA education and outreach goals, to include the Smithsonian Affiliates and Associates, other museums, garden clubs, schools, homeschoolers, and scout groups.
- Serve as the lead grant coordinator for the Education department. This task includes providing content, managing deliverables, tracking funds, and completing reports.
- Coordinate the HA Calendar of Events in conjunction with the communications team.
- Provide content for HA's communications team on behalf of the Education department, to include website and social media content and promotional flyers.
- Participate in all aspects of setup/break down and staffing of HA programs and special events as required and as requested.
- Assist with general museum reception and visitor services as needed, maintaining the highest standards of customer service.
- Respond effectively and knowledgeably to visitor questions regarding the organization and its mission, planned programs/events, local tourist information, and HA membership opportunities.
- Other duties as assigned by VP of Education and Interpretation.

**JOB SKILLS, KNOWLEDGE AND EDUCATION:**

- Bachelor's degree in Museum Education/Studies, or related field required; Master's degree preferred.
- A minimum of two years of work experience in public programs development, education, curriculum development, or related field.
- Ability and desire to work well independently and collaboratively to develop and deliver programs enthusiastically and professionally. Ability to follow policies, procedures and instructions to accomplish assigned tasks accurately and appropriately.
- Demonstrated productive work ethic and excellent organizational, interpersonal, time management and critical thinking skills, including the ability to multi-task with a strong attention to detail. Effective professional oral, written, and interpersonal communication skills.
- Working knowledge of the State of Maryland elementary and secondary academic curriculum preferred.
- Working knowledge of latest educational trends and how to work with a diverse audience base.
- Dedicated commitment to the philosophy and mission of Historic Annapolis.
- Excellent customer service abilities; public speaking experience a plus.
- Proficiency in Microsoft Word, Excel, PowerPoint, Publisher, email, and database systems required.
- Willingness to work a flexible schedule, including evenings and weekends as necessary to accommodate the needs of the Education department.

**WORK ENVIRONMENT AND SCHEDULE:** This job requires the employee to work occasionally on weekend days, holidays and evenings. It also requires the employee to be active, setting up and breaking down programs, walking, standing for extended periods, climbing stairs, etc., and to be able to sit for extended periods of time including at a computer workstation. The work environment is mostly indoors but occasionally outdoors. The position occasionally requires the ability to lift up to 25 pounds.

**APPLICATION PROCESS AND DEADLINE:** Interested applicants should send a resume, cover letter, and salary requirements to Ms. Lucy Mikhailova at [lucy.mikhailova@annapolis.org](mailto:lucy.mikhailova@annapolis.org) by July 22, 2022.

Historic Annapolis is an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, color, religion, age, sex, marital status, national origin, physical or mental disability, familial status, genetic information, gender identity or expression, sexual orientation, or any other characteristic protected by state or federal law.