



1210 N Front St., Coos Bay, OR 97420  
#541-756-6320 coohistory.org

**Position Title: Curator of Education**

**Rate of Pay:** \$35,000 – \$38,000/ year

**Reports to:** Executive Director

**Schedule:** Tuesday – Saturday, 9 am – 5:30 pm

**Salary Classification:** [SALARIED/ NON-EXEMPT, FULL-TIME]

**ABOUT THE COOS COUNTY HISTORICAL SOCIETY**

Founded in 1891, the Coos County Historical Society is the second oldest historical society in the State of Oregon. Through our mission and vision, we strive to create a better understanding of life in Coos County and Oregon’s South Coast, past and present, and our place in that life. We want everyone entering our door to feel ownership and to be inspired to share and build community around the museum. Our museum serves three main purposes 1) Education 2) Regional Historic Research and 3) Providing space for the community to gather in one of the most beautiful settings on the Coos Bay Waterfront.

**DIVERSITY, EQUITY & INCLUSION**

Museums are a vital part of how we tell the stories of who we are, who we’ve been, and how we will live together. They maintain our cultural heritage and teach us about all the ways we are different and the same. Reflecting the diversity of that heritage is a critical part of the Coos County Historical Society and the Coos History Museum’s work. We work towards highlighting diversity, equity, and inclusion as key focus areas in our strategic priorities and educational programming. Inclusion is how we move toward our equity goal, and diversity describes the breadth of our experiences and perspectives.

**POSITION SUMMARY**

Coos History Museum seeks an outgoing, detail-oriented individual for the role of **Curator of Education**. The Curator of Education will leverage knowledge of Oregon history and experience with program creation, research, and exhibits to foster opportunities for inclusive learning among diverse audiences.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

**Educator/Programming/Tours**

- Research, develop, implement, and manage all educational services and programs for group tours, children/families, related public use of the site, and local educational outreach.
- Consistently plan, direct, and facilitate engaging educational experiences for new and existing audiences.
- Coordinate and schedule speakers for all lecture-based programming.
- Develop and deliver historical content and/or training resources at events for adult and youth audiences in support of strategic initiatives, including in-person and virtual sessions.
- Work collaboratively with local school districts and Tribal partners to co-create relevant educational materials and programs with museum resources.
- K-12 field trip creation and implementation; regular activity and lesson plan writing required.
- Write articles for CHM newsletter, E-blast, website, and social media content.
- Coordinate efforts to enhance and expand targeted programming, including identifying and assisting with grant/funding proposals and managing the education/programming budget.
- Establish program evaluation procedure to include measurable goals, objectives, and outcomes.

**Curatorial/Exhibit Duties**

- Assist with management of the CHM Research Library and research requests.
- Research and write educational material for programming aligning with museum exhibits.
- Manage and grow the museum’s educational collection of objects and archival materials.
- Create exhibit interactives following best practices for DEAI design standards.

- Assist with exhibit planning, creation, research, and installation as part of the exhibit committee.
- Participate in monthly gallery maintenance and cleaning duties.

### **Other Duties**

- Participate in various outreach functions for the promotion of CHM programs, exhibits, and resources.
- Assist with community-focused and fundraising events.
- Set up and break down of Museum spaces for education programs, field trips and events.
- Trained in Manager On Duty (MOD) role to be assigned as needed [opening/closing procedures, reception, processing sales through the register and managing front desk volunteers].
- Assist with advertising, website, and social media updates [press releases, flyer/Ad creation].
- Volunteer management and coordination tasks.
- Other duties as assigned by the Executive Director.

### **EDUCATION REQUIREMENTS:**

- BA/BS or higher in Education, Public History, Museum Studies, Anthropology, or related field of study.
- At least three years of work experience in the field of education, historical interpretation, or as a museum professional. *A combination of education and experience will be considered.*

### **OTHER EXPERIENCE, SKILLS, AND ABILITIES:**

- To be considered: Must have the ability to work with people of all ages and must support CHM mission, vision, and DEI policies.
- Highly motivated and demonstrates a positive image when interacting with the public, volunteers, and staff.
- Experience developing and facilitating training for diverse audiences.
- Experience in project management and the development, implementation, and monitoring of community engagement programs and initiatives.
- Manage meeting/program logistics (list creation, invitations, registration, agenda development, A/V needs, RSVP, and logistical follow up, etc.).
- Organized, able to prioritize, and multi-task.
- Ability to work a flexible schedule, including evenings and weekends.
- Strong computer skills including experience with MS Office, Zoom, Social Media sites.
- Demonstrated teamwork and group facilitation experience.
- Ability to speak publicly and represent CHM in community and professional settings.
- Ability to work with volunteers and audiences of all ages.

### **PHYSICAL/MENTAL/ENVIRONMENTAL REQUIREMENTS:**

- Demonstrated ability to communicate effectively and accurately, both orally and in writing.
- Must be able to lift a minimum of 30 pounds.
- Requires occasional off-site travel and evenings.
- Must have reliable transportation.
- Current and valid driver's license.
- Must pass a background check.

### **BENEFITS:**

- Paid Time Off/Vacation Time
- Up to ten paid holidays per year
- Paid Sick Leave
- Free Parking
- Complimentary individual museum membership

*The Coos History Museum is an equal-opportunity employer. CHM is interested in finding the best candidate for the job and recognizes that a potential candidate may not possess all the qualifications listed above. We encourage people who believe they are a good fit to apply, even if they don't meet all the listed qualifications.*

**To Apply:**

Interested applicants should submit a resume and cover letter detailing their background and experience. Please also include two professional references.

**Please submit to:**

[director@cooshistory.org](mailto:director@cooshistory.org)

**Subject Heading for correspondence:**

Curator of Education Application