

Director of Education & Volunteer Coordinator

The Tulsa Historical Society & Museum (THSM) is a Tulsa History Museum dedicated to protecting, preserving, and presenting Tulsa's unique history. The Director of Education & Volunteer Coordinator will be responsible for the volunteer program, and the creation and implementation of student and adult educational programming both within the museum and through community and school outreach.

We are looking for a person with a strong academic background and teaching skills in local history, experience in managing educational museum programming, and supervising a team of volunteers. The Director of Education & Volunteer Coordinator will need to quickly immerse themselves in the museum's mission and exhibitions to create content for educational programs on Tulsa's history.

Responsibilities:

- Develop strategic educational programs that include but are not limited to: tours and docent programs; adult programs; teacher/school programs and resources; family programs; teen programs; interactive gallery and offsite outreach initiatives/exhibitions.
- Develop relationships with local school administrators and create useful curriculum for educators using Oklahoma Education Standards.
- Manage and enrich the THSM volunteer program including recruitment, training, scheduling, communications and monthly meetings.
- Execute all programming personally and with the help of trained volunteers.
- Coordinate all scheduling for tour groups and programs.
- Manage, with another team member, the museum's Facebook and Instagram accounts.
- Track and maintain records for museum visitation, volunteer hours served, and audience counts for off-site presentations.
- Assist the Director of Development in securing funding sources for transportation of students and other programming needs.
- Assist in marketing educational programs and volunteer opportunities.
- Develop and monitor an annual department budget.
- Attend and participate in board meetings.

Qualifications:

- Minimum Bachelor's Degree, preferred Master's Degree, in History, Education, or Museum Studies with sound knowledge of history, museum teaching and object interpretation strategies.
- Proven leadership experience in a museum or educational setting along with understanding of the role of education in a museum and best practices in the museum education field.
- Strong interpersonal and communication skills. Able to work well and collaborate effectively with a wide range of audiences including staff, volunteers, educators, funders, sponsors, members, and the general public.
- Experience supervising personnel (volunteer and staff), program development, project management and planning skills along with an ability to meet deadlines as necessary.
- Proficiency in Microsoft Office Suite and social media platforms.

Pay: \$35,000 - \$45,000 annually

Benefits: Fully covered health insurance, short/long term disability, matching IRA plan, generous PTO package

Schedule: M-F 8:30 - 4:30 with occasional evenings. Staff is required to work one Saturday every six weeks, with associated comp time.

Applications: due April 15th, 2023. To apply for this position, please submit your resume to ths@tulsahistory.org. For more information about the Tulsa Historical Society and Museum, visit www.tulsahistory.org. **No phone calls, please.**