



JACKSON HOLE HISTORICAL SOCIETY & MUSEUM

Education & Program Coordinator

Position Summary:

The Jackson Hole Historical Society & Museum seeks an Education & Program Coordinator to organize and execute the JHHSM youth education classes, adult programming, special events. This position requires experience in teaching, curriculum development, logistical support, and a passion for our local Jackson Hole history.

Roles & Responsibilities:

Youth Education

- Develop youth education curriculum for pre-k through high school age students.
- Cultivate and maintain relationships with local schools, education organizations, and non-profits.
- Regularly schedule and execute youth education classes.
- Manage Second Saturday family days at the museum.
- Develop and manage “Education Travelling Trunks” based on relevant historical themes.
- Recruit and manage volunteers as needed.

Adult Education

- Actively recruit and manage walking tour volunteers.
- Develop content and coordinate museum brochures (adult and youth).
- Develop adult education programs including “Living in the West” speaker series, “Beers & Banter: Local History Happy Hour,” and a local authors book award.
- Serve as back-up tour guide and coordinate special presentations.
- Provide informational training opportunities to local businesses and organizations.
- Develop and implement additional historic tours, ie. cemetery tours, historic property tours, etc.
- Work with marketing staff to develop necessary marketing materials.

Exhibits & Special Events

- Develop and implement temporary museum exhibits, travelling exhibits. Work with Collections Coordinator to identify themes, objects, photos, and text.
- Assist with “satellite exhibits:” make community contacts, identify spaces, develop content.
- Assist ED and Development Director with special events when needed.

Qualifications:

- B.A. (required), M.A. (a plus)
- Two-plus years of experience in non-profit programming and/or teaching.
- Knowledge of and experience with local education resources, curriculum planning, history education.



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- Demonstrated excellence in organizational, writing, and communication skills.
- Must take initiative, be goal driven, and exhibit “follow-through” – must be able to work independently and on a team.
- Computer literate, Microsoft office.
- Interested in the history of Jackson Hole and inspired by the JHSM mission.

Salary is competitive and commensurate with experience/qualifications.

Please send a resume and letter of interest to Executive Director, Morgan Albertson Jaouen, at morgan@jacksonholehistory.org. Applications will be reviewed through February on a rolling basis.