



Position

Education Coordinator

Position Overview

JHSM seeks an Education Coordinator to plan and execute JHSM youth education classes, adult programming, and special events. This position requires experience in teaching, curriculum development, event planning, partnership, logistical support, and a passion for our local Jackson Hole history. The person selected will report to the Executive Director and work in close collaboration with other staff.

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 - in Museum, in schools, in partnership with other organizations.
 - Organize and run up to three weeks of Museum Summer Camp.
 - Develop afterschool programming at Museum and/or in partnership with Parks and Recreation, Teton Literacy Center, Children's Museum, and others.
 - Recruit and manage volunteers and support staff as needed.

- *Adult Education*
 - Actively recruit and manage walking tour volunteers; serve as back-up tour guide.
 - Develop content and coordinate museum brochures (adult and youth).
 - Develop adult education programs including but not limited to "Beers & Banter: Local History Happy Hour," lectures, book signings, workshops, and others.
 - Coordinate special presentations and private tours.
 - Provide informational training opportunities to local businesses and organizations.
 - Develop and implement additional historic tours, ie. Cemetery tours, historic property tours, etc.
 - Assist in staffing research center and working with researchers on Jackson Hole history projects.
 - Work with marketing staff to develop necessary marketing materials.

- *Exhibits & Special Events*
 - Work with Collections Coordinator, Communications Director, and ED to develop rotating museum exhibits. Identify and develop themes, objects, photos, and text.
 - Assist with "satellite exhibits:" make community contacts, identify spaces, and develop content.
 - Assist with website resources and education content.
 - Assist ED and Development Director with special events when needed.



Our Ideal Candidate

Prior Experience

- Two-plus years of experience and demonstrated success in non-profit programming and/or teaching.
- Knowledge of and experience with local education resources, curriculum planning, history education.
- Demonstrated excellence in organizational, writing, and communication skills.
- Computer literate, Microsoft suite, database. Form management
- Bachelor's degree preferred

Skills

- Must be able to work in a dynamic and shifting environment, have confidence taking initiative, and work effectively with different styles and personalities.
- Strong understanding of technology and its use in improving and maximizing operational efficiency across a team.
- Must take initiative, be goal driven, and exhibit "follow-through" – must be able to work independently and collaboratively on a team.
- Very organized, with a high attention to detail.
- Strong interpersonal, oral, and written communication skills. Must be comfortable with communicating online, over phone, and in person one-on-one and in front of larger audiences.

Characteristics

- Passion for JHSM's mission.
- Emotional and professional maturity.
- Ability to effectively work collaboratively with others.
- Proactive approach to problem-solving.
- Flexible, with a growth-mindset

Compensation

The position is full-time (30-40 hours/week). Salary for the position will be commensurate with the successful candidate's prior experience. Flexible schedule and work space.

Recruitment Timing

The position will remain open until filled.

How to Apply

Interested candidates may send a current resume and cover letter to Morgan Jaouen, Executive Director: morgan@jacksonholehistory.org.



Our Story

At the Jackson Hole Historical Society and Museum (JHSM), we envision a community brought together, enriched, and strengthened by compelling connections to the history and legacy of Jackson Hole. JHSM tells the stories of Jackson Hole that connect people to the history of this valley and region. We steward and share artifacts and ideas that foster curiosity and continual learning, forge connections, and inform our 21st century dialogue.

Founded in 1958 by collector and western history buff, Slim Lawrence, along with his friend and local businessman, Homer Richards, we are a nonprofit 501(c)3 museum, archive, and educational center providing resources on the last 11,000+ years of human presence in the Tetons. Jackson Hole history has shaped the contemporary local community, while also influencing regional, national, and international communities.

JHSM has reached an exciting moment in its lifespan. We have a bold vision to create a new permanent home for our history in the heart of downtown Jackson. We are designing and building a new History Museum on the Block that will be a lasting landmark to showcase what makes Jackson Hole unique; a cultural center that brings people together to listen, explore, and learn. A place where these stories, and ones still in the making today, are told and where Jackson Hole history is carried forward for generations to come.

Anti-Discrimination Policy and Commitment to Diversity, Equity, and Inclusion

JHSM seeks individuals of all ethnic and racial backgrounds to apply for this position. We are committed to maximizing the diversity, equity, and inclusion in our organization, as we want to engage all those who contribute to this effort.