

Job Description: Education Associate (Staff)

The Education Associate is a key member of the museum team who develops, coordinates, and implements a variety of museum learning experiences at KTM&HC. Through contributions to onsite and outreach adult and youth programming, museum interpretation, visitor services, and research, the Education Associate ensures a welcoming, engaging, and educational experience for all visitors. This position reports to the Director of Education & Interpretation.

Essential Responsibilities

- Build community with diverse audiences by sharing KTM&HC site history and former resident stories through storytelling, dialogue, and inquiry.
- Collaborate with staff to develop and deliver high-quality, interactive educational history programming for preK-12 students.
- Develop and lead youth programs, including open house activities and summer camps.
- Lead engaging, dialogue-based museum tours that connect local and national history and make connections between past and present.
- Support the creation and delivery of various adult programming initiatives, including group tours, speaker lectures, organizational partner collaborations, and community events.
- Ensure positive visitor experiences through front desk staffing.
- Provide administrative support for education and other departments, including scheduling/data entry in Altru/CRM.
- Participate in ongoing training and continuous learning.

Qualifications

Required

- Bachelor's degree in education, history, museum studies, or a related field.
- 1–2 years of experience developing and delivering education programs in a museum or cultural setting.
- Familiarity with museum education strategies and best practices.
- Commitment to KTM&HC's mission and interpretive goals.
- Excellent interpersonal, communication, and public speaking skills.
- Strong customer service skills and enthusiasm for working with learners of all ages.
- Works well independently and as a member of a small, dynamic, highly collaborative team.
- Highly organized, detail-oriented, and proactive with a strong sense of initiative.
- Anticipates and responds to situations with flexibility, adaptability, and problem-solving.
- Actively seeks opportunities to improve programs and procedures and is enthusiastic about innovation and change.
- Ability to ascend/descend stairs and move objects up to 20 lbs.
- Must pass background check.

Preferred

- Master's degree in education, history, museum studies, or a related field.
- History of professional employment in education, museums, libraries, or cultural organizations.
- Familiarity with CRM/donor management software (Altru preferred).

Commitment

- Permanent, full-time (40 hours/week) position with some weekends and evenings;
- In-person position; some duties may be performed remotely;
- Paid vacation and sick leave; professional development opportunities offered;
- Starting hourly rate: \$18, with opportunities for growth

Keeler Tavern Museum & History Center is an equal opportunity employer. To apply, email a letter of interest and résumé to Director of Education & Interpretation Katie Burton at kburton@keelertavernmuseum.org.