

Coordinator of Educational and School Programs FULL TIME

The DuSable Museum of African American History located in the historic Hyde Park area of Chicago at 740 East 56th Place (57th Street and South Cottage Grove Avenue) in Washington Park unites art, history and culture. Founded in 1961 by teacher and art historian Dr. Margaret Burroughs and other leading Chicago citizens, The DuSable Museum is one of the few independent institutions of its kind in the United States. The Museum was developed to preserve and interpret experiences and achievements of people of African descent. The Museum is dedicated to the collection, documentation, preservation and study of the history and culture of Africans and African Americans. The DuSable Museum is proud of its diverse holdings that number more than 15,000 pieces and include paintings, sculpture, print works and historical memorabilia. Special exhibitions, workshops and lectures are featured to highlight works by particular artists, historical events or collections on loan from individuals or institutions.

The DuSable Museum of African American History is seeking a Coordinator of Educational and School Programs. This position involves assistance with the design, development, implementation, promotion, and evaluation of Pre-K–12 education programs and activities at DuSable Museum. This position will also manage the DuSable's After School Matters (ASM) program and Museums in the Park's Park Voyagers program; and develop strategic partnerships with other museums and cultural organizations. The Coordinator of Educational and School Programs will assist with public programming and exhibit preparation as assigned. The Coordinator of Educational and School Programs will report to the Director of Education and Public Programs.

Duties and Responsibilities:

- Develop and ensure the facilitation of both ongoing and one-time Pre-K–12 education programs connected to the museum's mission and current exhibitions.
- Develop and ensure the facilitation of the MIP Park Voyagers program.
- Create an Educational Program strategic plan with the Director of Education and Public Programs.
- Develop youth interactives for all new exhibitions, both traveling and in house.
- Work closely with the Visitor Services Manager to develop, promote, and facilitate programs for school groups and for the scheduling of the DuSable Mobile Museum.
- Oversee and, if needed, administer DuSable's After School Matters (ASM) program year round.
 - Set program dates, create plans, interview students, handle administrative paperwork, and attend all ASM meetings.
- Create and maintain relationships with outside organizations in order to strengthen the museum's educational and school group programs.
- Manage all Education facilitators, interns and volunteers.
- Work with the Docent Program Coordinator to develop and maintain age appropriate tours for school groups.
- Update and maintain all youth age visitor guides to the museum.
- Design and establish survey processes to monitor satisfaction with school group and youth education programs.
- Work with the Marketing and Development team to ensure all education programs are sufficiently publicized and up to date on website and social media platforms.
- Attend all Museums in the Park education committee meetings and subcommittee meetings as assigned.
- Assist with adult programming and exhibition preparation as assigned.
- Represent the museum on the local, national, and international levels through participation in relevant conferences, professional organizations, and programs.

Qualifications:

Any combination of education, training, and/or experience equivalent to completion of a bachelor's degree with major coursework in museum studies, African American history, or related field. Three or more years of previous experience in museum education, event planning, curriculum development, teaching or writing also preferred. Must possess a valid driver's license.

Required Skills:

Develop project budgets and monitor expenditures; edit and design a variety of materials; write in a creative, descriptive, technical and factual manner; establish and maintain cooperative relationships with staff, visitors, and educators; respond to sensitive matters and/or situations with discretion, tact, and confidentiality; coordinate multiple complex projects and meet deadlines; prepare presentations and speak effectively in various public forums; utilize standard business and desktop publishing software.

DuSable Museum of African American History is an equal opportunity employer with a commitment to diversity.

Please submit your Cover Letter of Interest and Resume to ccarr@dusablemuseum.org. Type **Coordinator of Educational and School Programs Search** in email subject line. No phone calls please.