

Education and Membership Coordinator

The McKinley Presidential Library & Museum is seeking an outgoing, organized, and detail-oriented candidate to provide support for the Education and Membership Departments. The Education and Membership Coordinator reports to the Director of Education & Membership. The ideal candidate should be comfortable working with children (including groups with special needs), self-motivated, and eager to learn in a collaborative, team-based environment. This is a full-time hourly position with excellent benefits. Some evening and weekend hours required for museum events.

Specific Duties & Responsibilities:

Responsibilities specific to this position

- Run the Museum's popular Camp-in program, including hiring and training counselors, shopping for supplies, setting up and tearing down, and subbing for counselors when necessary
- Coordinate the Region 5 History Day competition
- Assist the Digital Learning Specialist as needed to design, create, and implement virtual learning spaces online and in-person.
- Assist the Collections Manager with collections-based projects as needed, working around the education and membership responsibilities of the job

Shared responsibilities with the Director of Education & Membership

- Give tours for groups of all ages in the history galleries, including the McKinley Gallery, The Stark County Story, and the Street of Shops, as well as programs specifically designed for various grade levels in the Schoolhouse
- Assist with scheduling of field trips
- Develop and implement programs for outreach into schools and within the museum
- Docent training
- Daily data entry into the membership database
- Membership fulfillment, including printing membership cards and letters and stuffing envelopes
- Grant writing for education and membership related grants

Experience:

- Bachelor's degree, history or education preferred
- 1-3 years of experience in a museum education or classroom setting

Benefits:

- Paid holidays, vacation, personal days, and sick time
- Medical insurance, full cost covered by the Museum (Optional dental coverage available for purchase)
- \$15,000 life insurance policy for the duration of employment at no cost to the employee
- Retirement plan: Eligible after 1 year of employment and over the age of 21 and has worked 1000+ hours in the calendar year

SALARY RANGE: \$12.00-13.00 per hour