

## **JOB POSTING**

### **Education Coordinator**

The Watson-Brown Foundation seeks a professional to manage its history and environmental science education programs. The **Education Coordinator** serves as the lead for all educational services at Hickory Hill and the Tom Watson Birthplace. The Education Coordinator works with teachers, children, families, students, and the general public, and devises and implements programs that relate both to special exhibitions, to the museum's permanent collection, and to the Georgia Standards of Excellence. The Education Coordinator reports directly to the Curator of Hickory Hill.

#### **Job Responsibilities**

- Leads the development, implementation, and evaluation of all educational programs, including but not limited to School Programs, Outreach, and Summer Camps.
- Performs independent research to prepare historically and scientifically accurate programs.
- Provides direct educational programming to the public as needed at a high level of competence.
- Participates directly in the preparation and execution of special programs including Teacher Workshops, Group Tours, and others.
- Assists in the development and administration of the Education Operating Budget.
- Possesses a strong working knowledge of the site's interpretive subject matter and themes.
- Maintains a working knowledge of Hickory Hill's artifact collection, the policies for managing it, and the ability to access its records.
- Participates in the recruitment, selection, and training of interns.
- Supervises all volunteers and interns, and serves as a trainer and mentor for any staff performing education work.
- Assists with coordinating the activities of the Junior Board program.
- Properly manages the education collections and all spaces assigned to him/her.
- Works with the heirloom garden program.
- Possesses the ability to work a flexible schedule including evenings, weekends, and in critical situations as required.
- Maintains cordial, cooperative, and professional work relationships with co-workers, supervisors, and the public.
- Maintains a professional appearance consistent with Foundation standards.
- Performs other duties as assigned.

#### **Qualifications**

The successful candidate will:

- Be a U.S. Citizen or possess a valid U.S. work visa and be presently residing in the United States.

- Possess a Master's degree in history, public history, museum studies, environmental science, education, anthropology, other related field, or equivalent.
- Have two years paid experience working as an educator, interpreter, or historian in a museum or historic site environment.
- Have previous paid work experience with children.
- Possess strong oral and written communication skills as demonstrated in a professional setting.
- Be able to pass a background check and drug test.
- Be physically able to work outdoors in all weather conditions, lead extended outdoor guided tours involving extensive walking and standing.
- Be able to lift up to thirty pounds without assistance.

### **About the Organization**

Located in Thomson, Georgia, Hickory Hill is situated on 256 wooded and landscaped acres; the house and grounds interpret the life and political career of Senator Thomas E. Watson, Georgia's foremost Populist statesman and trial attorney. The site is owned and operated by the Watson-Brown Foundation, Inc. The Watson-Brown Foundation is a Foundation dedicated to improving education in the American South by funding its schools and students, preserving its history, encouraging responsible scholarship, and promoting the memory and values of its spiritual founders. The Foundation owns and operates three historic house museums. For more information about Hickory Hill access [www.hickory-hill.org](http://www.hickory-hill.org). For more information about the Watson-Brown Foundation access [www.watson-brown.org](http://www.watson-brown.org).

### **Salary, Benefits, and Work Schedule**

\$40,000 (Negotiable DOE) per year.

Health & Disability insurance is 100% employer paid.

SIMPLE IRA offered with company match.

Full time, 40 hours per week, occasional weekends and evenings as required.

### **Application Process**

To apply for this position please visit [www.hickory-hill.org/educator-job-application](http://www.hickory-hill.org/educator-job-application)

Applicants must submit a resume, cover letter, and fill out an online application.

Resumes and cover letters may be emailed to Hickory Hill's Curator, Ms. Franke Smith, at [fsmith@hickory-hill.org](mailto:fsmith@hickory-hill.org) or mailed directly to Hickory Hill, 502 Hickory Hill Drive, Thomson, GA 30824.

A select number of applicants will be asked to complete a phone interview with Ms. Smith. After phone interviews, a select number of applicants may be asked to interview in person at Hickory Hill with Ms. Smith and the Foundation President in Thomson, Georgia. Applicants who are not hired will be sent notification letters to that effect after the hiring process is complete.