



NATIONAL MINING HALL OF FAME AND MUSEUM

Job Description

Title: Educational Programming & Events Coordinator

Location: Leadville, Colorado

Type: Full-time annual position with benefits

Reports To: Executive Director

Salary Range: \$32,000-\$36,000

The Educational Programming & Events Coordinator is responsible for the development of educational programming and events through mission-based interpretative experiences that drive community participation through inclusive, interactive, and immersive talks, seminars, events, activities and school group tours. Programming and events need to encompass activities that are multicultural, multilingual, and intergenerational. The Coordinator works closely with the Curator to develop programming that coincides with and adds dimension to museum exhibits and supports the museum's mission. The Coordinator also assists the Events Manager with facility rentals and development of fundraising events, including themes, format, décor, and other aspects of event production.

The ideal candidate will possess an adventurous spirit and be willing to work outside the scope of the position to assist with other museum activities/needs. Must be able to work some evenings and weekends as program schedule demands. Must be able work collaboratively as well as independently.

Essential Functions:

- Design and implement dynamic community programs for multigenerational audiences; establish, manage and develop, working closely with senior staff, a program of talks, seminars, school tours, events and other activities to coincide with exhibitions. [Year-round.]
- Liaise with local schools and colleges to maintain partnerships to offer curriculum-based programs that meet state core curriculum standards.
- Lead public tours of exhibitions, using both formal and informal teaching, to a broad spectrum of groups.
- Assist the Events Manager with all aspects of the Museum's facility rentals and events, including management of guest lists, seating, ticket sales, donation solicitation, securing liquor and banner licenses, setup and tear down of events and other tasks as needed. Current events include wine tasting, happy hours, cookouts, annual induction banquet, community day, business after hours, and other activities that engage the community and raise funds for the Museum. [Mainly summer months.]
- Collaborate with the Curator to help design and implement interpretative exhibitions and the rotating temporary exhibition schedule with related programming. [Mainly winter months.]

Other Duties:

- Periodically fill in for Visitor Services Representatives during lunch.
- Handle cash while filling in for VSRs.
- Lock and unlock doors, turn lights on and off, turn security systems off and on.
- Assist other staff with setup and cleanup for public events.

THE SHOWCASE OF AMERICAN MINING

120 W. 9th St, Leadville, CO 80461 ▪ 719.486.1229 ▪ www.mininghalloffame.org
A FEDERALLY CHARTERED NON-PROFIT ORGANIZATION AND 501 (C) (3) CORPORATION

Required Experience/Skills:

- Bachelor's degree in History, Education, Geology, Museum Studies, or related field. Master's degree preferred.
- 2-5 years' experience working in museums, schools, or other non-profit organizations as an educator, events manager, community engagement specialist, or other related position may be substituted in lieu of education.
- Exceptional written and oral communication skills; will be required to submit a writing sample.
- Proficient in Microsoft Programs; demonstrated proficiency and accuracy using MS Office products, including Word, Excel, Access, Outlook, and other software programs.
- Strong organizational skills and the ability to manage numerous projects simultaneously.
- Must be creative, outgoing, articulate, and an energetic self-starter who is collaborative and team-oriented and can work with diverse audiences.
- Must be comfortable speaking in front of groups and socializing at museum functions, interacting with museum visitors, soliciting sponsorships, and being involved in the community.
- Must possess a valid driver's license by time of hire.
- Must be able to pass a background check.

Preferred Experience/Skills

- Familiarity with state core curriculum standards.
- Knowledge of or ability to learn teaching methods to apply to curriculum-based educational programs for all levels, especially for K-12 students.
- Broad-based knowledge of the full range of techniques and tools for driving program attendance and community outreach.
- Familiarity and comfort with use of social media to connect with audiences.
- English-Spanish bi-lingual skills a plus.
- Experience with Past Perfect software a plus.
- Graphic design skills a plus.

Physical Demands:

- Must be able to work comfortably at an elevation of more than 10,000 feet.
- Must be able to lift and carry 25 lbs.
- Must be able to stand, move about, and maintain high energy level for long periods (12-16 hours) during major events.

The applicant must provide a resume and submit a cover letter stating interest and giving names and contact information for three references to be considered for employment.

We will consider splitting this position into two half-time positions (Educational Programming Coordinator and Events Coordinator) for the right candidates. If applying for a half-time position, specify which one and tailor your cover letter to reflect your work experience in relation to that position.

Applicants should send application materials to Stephen L. Whittington, Executive Director. They can be emailed to director@mininghalloffame.org, mailed to PO Box 981, Leadville, CO 80461, sent by FedEx to 120 W. 9th St., Leadville, CO 80461, or faxed to (719) 486-3927.

Review of applications will begin immediately and continue until the position is filled.

The National Mining Hall of Fame and Museum is an Equal Opportunity Employer. Applicants for the position must be willing to submit to a background check, drug screening, and writing assessment. The NMHFM participates in E-Verify.