



EDUCATION COORDINATOR

Job Description:

Buffalo Niagara Heritage Village (BNHV) seeks a self-motivated, highly-organized Education Coordinator to lead the creation, coordination, and facilitation of historic educational programs. Programs include, but are not limited to: field trip workshops, living history, day camps, historic tours, Scout programs, cultural events, off-site programs, outreach events, and public programs. The ideal candidate will have education experience teaching formally and informally; coordinating events and programs; working in a museum or similar setting; and producing high-quality, educational, and hands-on programs for all ages and abilities. This position reports directly to the Deputy Director.

As an employee of Buffalo Niagara Heritage Village, you will be on the front lines providing historic mission related education, outreach, and living history programming opportunities to the public. You will be making a positive impact on the quality of life in the Buffalo Niagara community while helping to raise needed funds to preserve a 35-acre historic village with 11 historic buildings and a large museum with 10 major exhibits and over 40,000 artifacts. We are currently seeking a part-time Education Coordinator to help fulfill our mission:

"To preserve and interpret the story of Buffalo Niagara for the people of today and the community of tomorrow."

Duties and Responsibilities

- The Education Coordinator implements the overall operation of the Education Department, fulfilling the planning, development, coordination, and implementation of museum education programs, tours, activities, and events.
- Teach and facilitate docent trainings, workshops, programs, and events including preparation, set-up and clean-up.
- Ability to modify programs in response to age and ability of participants as well as comments from visitors, performance review, and/or program evaluation.
- Coordinate, plan, and schedule educational programs for school districts, partner organizations and the general public.
- Has the ability to inspire and motivate volunteers to become connected with BNHV and to help fulfill the mission.
- Create school programs that align with NYS Common Core Curriculum and NYS Regents Standards.
- Assist in the development of new programs and department initiatives.
- Participate in fulfilling BNHV's educational vision and goals as they relate to exhibits, program planning, outreach efforts, living history, events, and other educational activities.
- Promote a positive interest in history, art, science, and cultural activities by being an enthusiastic role model and facilitator. This includes wearing costumes.
- All other duties as assigned.

Qualifications/Experience

- MS in Elementary/Intermediate Education. Love of American 19th and 20th century American History and Museum Studies a plus!
- Ability to communicate audibly and clearly in informal classroom or field setting.
- Experience in the facilitation of educational programs for all audiences and abilities.
- Experience developing curriculum and lesson plans. NYS Common Core Standards.
- Excellent verbal and written communication skills.
- Must be able to travel to off-site program locations and transport teaching support materials as needed.
- Ability to prioritize and work in a timely and efficient manner.
- Adapts and quickly responds to changes in the work place.
- Participates effectively in teams (staff, docents, community members, Board of Trustees and other volunteers) with special attention to communication, budget, deadlines, and priorities.
- Strong ability to provide internal and external customer service. Emphasis on creating lasting relationships with school districts, partner organizations and the general public.
- Grant-writing a plus.
- Familiarity with Word, Excel, PowerPoint, Outlook, and other office programs. Past Perfect a plus.
- Ability and desire to work with the diverse populations and communities.
- Flexible schedule including weekends and/or nights is required.

The ideal candidate:

- Has a strong work ethic and can work independently and in teams.
- Has a passion for living history and “the show”. Will wear a costume!
- Five to ten years teaching experience.
- Thrives in a fast-paced, high-energy environment.
- Has passion and excitement for working with the public.
- Has demonstrated volunteer development skills.
- Is a critical thinker and creative problem-solver.
- Is an articulate communicator.
- Consistently works in a friendly, positive and cooperative manner.
- Perform other duties as assigned.

Application Procedure:

To be considered for this position, please send cover letter, résumé and a three references to:

E-mail: hschmidt@bnhv.org
Subject Line: Education Coordinator

Buffalo Niagara Heritage Village
3755 Tonawanda Creek Road
Amherst, NY 14228

Once received, your résumé and submitted materials will be reviewed, and if your experience and background fits our needs, someone from our office will contact you for an interview. Upon interview candidates must provide a complete educational portfolio.

Buffalo Niagara Heritage Village is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.