

PROGRAM AND EDUCATION COORDINATOR POSITION
Lillie Carroll Jackson Civil Rights Museum Morgan
State University, Baltimore, Maryland

General Description

Morgan State University, a historically black university (HBCU) in Baltimore, Maryland, is seeking an experienced Education Coordinator for the Lillie Carroll Jackson Civil Rights Museum (LCJM), Morgan State's premier civil rights museum dedicated to the work of Lillie Carroll Jackson and her allies. LCJM is the historical extension of Morgan State University's history and museum studies academic programs.

LCJM seeks an Education Coordinator who will develop, schedule, market, and lead school visits, public educational programs, and museum tours, lead the docents training program, lead project interns, and facilitate partnerships with Baltimore City Public Schools.

Additionally, the Education Coordinator will refine and implement a programmatic curriculum related to Baltimore's civil rights leadership history and the contributions of Lillie Carroll Jackson and her allies, with the primary target audience being the elementary, middle, and high school population in the Baltimore City Public School system.

This is a grant-funded two-and-a-half-year position. | 30 to 40 hours per week | \$43,600 annually.

How to Apply: Email lcjmmuseum@morgan.edu.

Place "LCJM Education Coordinator position" in the subject line and attach the following items: a cover letter, resume, or curriculum vitae, and three professional references, including their contact information.

Position open until filled.

Qualifications:

- Bachelor's Degree in education, museum studies, history, or related fields (Master's Degree preferred)
- Considerable knowledge of African American history and culture, Maryland history, particularly Baltimore history, a plus
- At least 1 year of experience in a museum or other cultural institution
- At least 1 year of staff supervision experience
- Ability to evaluate the effectiveness of programs and make recommendations for and implement improvements.

Core Responsibilities:

- Preserve, Promote, and protect LCJM's collection of historical artifacts and materials.

- Schedule, market, lead, and implement school visits, public programs, and museum tours.
- Refine and implement a programmatic curriculum related to Baltimore’s civil rights history and the contributions of Lillie Carroll Jackson and her allies.
- Plan, recruit, and implement teacher professional development experiences.
- Lead the LCJM’s Docents Training Program and manage and supervise docents.
- Run the Quarles Summer Museum Exploration Program for high school students.
- In conjunction with the Associate Director, manage LCJM research projects. This includes training and supervising LCJM interns, planning, assigning, and reviewing intern tasks, completing internal and external reporting requirements, and leading project meetings.
- In conjunction with the Associate Director, manage LCJM operations. Inventory supplies and resources, ensure the safety and security of buildings and visitors, and actively communicate with the Morgan Community (students, faculty, and staff) and museum visitors.
- All other duties as assigned.

Knowledge, Skills and Abilities:

- Candidate should be a self-starter, problem solver, team player, and possess an “entrepreneurial spirit”—an independent worker committed to getting things done in a timely manner.
- Excellent interpersonal, oral, and written communication skills with a friendly and outgoing personality
- Ability to mentor and supervise both undergraduate and graduate students as docents and interns, as well as community volunteers.
- Ability to establish and maintain effective working relationships with staff, faculty, administrators, museum partners, and community organizations.
- Ability to attend occasional evening and weekend engagements and maintain some regular Saturday hours.