



## **School Program Coordinator (temporary), American Independence Museum, Exeter, NH**

The American Independence Museum seeks an outgoing and self-motivated School Program Coordinator to oversee on-site school programs in fall 2019. This is a temporary appointment for maternity leave replacement.

### **ABOUT THE MUSEUM**

The American Independence Museum promotes awareness, increases understanding and celebrates the freedoms of American Independence so as to encourage and inspire civic engagement today.

Founded in 1991 with the strength and guidance of the Society of the Cincinnati in the State of New Hampshire, the Exeter community and the State of New Hampshire, the American Independence Museum celebrates the events that secured the freedom and independence that we as Americans continue to enjoy today.

Today, the Museum is in a unique position to serve residents, schoolchildren and visitors to New Hampshire and the region by making our history relevant and fun. In so doing, we aim to ignite a passion in our visitors to appreciate all those who fought for our freedom, continue to fight for our freedom, and to understand the importance of preserving those freedoms through community and civic engagement. This year, the museum is undergoing rehabilitation work on its ca. 1721 Ladd-Gilman House and surrounding landscape.

Due to the historic nature of the Museum buildings, they are not handicap accessible and do not have air conditioning.

### **POSITION SUMMARY**

The School Program Coordinator will be responsible for the oversight and on-site management of all school programs including, but not limited to, managing volunteer educators, overseeing all program administration, and staffing all programs. Coordinator will manage all communication and contracting with schools and work with volunteers to present a cohesive and educational school program experience for all students. The School Program Coordinator may also be requested to assist with museum operations as needed.

Candidates must have a bachelor's degree, with preference for those with a Master's Degree in museum studies, history or education. Candidates must have at least 2 years experience in education, whether in a classroom or museum setting. The successful candidate will have experience working with children, enjoy working in a fast-paced team environment and will be able to work independently. This temporary, maternity leave replacement position is up to 21 hours per week (Wednesdays and Fridays required) for September through October, with a possible extension to November 30, pending Education Manager's return-to-work date. Training will be held in June with Education Manager. No benefits. Rate of pay is \$15/hour. Full background check is required. Successful candidate must be able to walk between our two historic buildings, ascend and descend stairs, stand for at least 90 minutes at a time, and lift 10 pounds.

To apply, please send resume and cover letter to [director@independencemuseum.org](mailto:director@independencemuseum.org) by May 15, 2019. Equal opportunity employer.