



Education Coordinator

Status: Regular, Exempt – Professional

Direct Supervisor: Executive Director

Supervises: Volunteers and Interns

Join our creative team and have an outsized impact. The History Center of Olmsted County, located in Rochester, Minnesota, is looking for an Education Coordinator to join our fun, supportive museum team. (Yes, we are the home of the Creepy Doll Contest.) The Education Coordinator, working with HCOC staff, volunteers, and board members, will be responsible for organizing, developing, and conducting indoor, outdoor, and digital/virtual educational programs and activities for all ages. This position will report to the executive director but will work closely with all staff. This is a full-time, salaried position (\$38,283 annually) with health, vision, and dental benefits.

Specific duties include:

- Direct the creation, planning, implementation, evaluation, and enhancement of all educational programming, including onsite, digital/virtual, homeschool, and outreach opportunities.
- Leverage existing educational contacts, advisors, or partners, and build new partnerships and relationships with area educators and administrators.
- Work collaboratively with the collections management team and other HCOC staff to develop and amplify educational opportunities.
- Create a learning strategy to engage residents, students, and visitors that directly relates to the mission of HCOC, with an emphasis on the George Stoppel Farmstead.
- Develop and implement a new slate of seasonal, community focused youth and family programs, including for the George Stoppel Farmstead.
- Develop and implement annual revenue and expense budgets.
- Manage volunteers and volunteer program.
- Liaise with schools, colleges, and teachers to promote the use of the collections and historic sites in line with relevant curriculum.
- Develop educational resources for visitors, schools, families, and special interest groups.
- Deliver presentations, workshops, and interpretive activities in partnerships with community groups.
- Assist with special event programs.
- Apply a logic model or other evaluative methodology regarding education/program impacts.

Required Qualifications

- Bachelor's degree in history, public history, education, museum studies or in a related field; a master's degree is preferred.

- A minimum of two years of work experience in performing education and/or visitor experience with a history, educational, cultural, or environmental education organization.
- Confidence in dealing with the public and addressing groups of people.
- Valid driver license.
- Ability to work evenings and weekends.

Desired Competencies

- Demonstrated experience creating engaging and innovative educational programs in a variety of methods, such as in-person, digital/virtual, and public outreach.
- Demonstrated experience expanding and diversifying audience through educational programs.

Desired Characteristics

- Flexible and works well under pressure and deadlines.
- Growth mindset and adaptability.
- Curious, motivated, and self-directed.
- Strong organizational skills.
- Strong interpersonal skills and ability to work with a diverse group of individuals, including all levels of staff, board, volunteers, members, donors, and community stakeholders.

How to Apply

Please email a cover letter, resume, and three professional references to execdirector@olmstedhistory.com

The Olmsted County Historical Society, dba [History Center of Olmsted County](#), is located in Rochester, Minnesota. It was founded in 1926 and is governed by a board of directors. Each year, together with our enthusiastic volunteers and community partners, we provide presentations, educational and outreach programs, special events, a farmer's market, museum exhibits, and archival research services. We own and operate two historic buildings and two historic farmsteads, and community gardens on 54 acres, in addition to operating seasonal tours of Mayowood Historic Site, home of Mayo Clinic co-founder, Dr. Charlie Mayo.