

Lakewood Historical Society

2017

Position: Educator: Part-time, 15 hours per week
Reports to: Executive Director

Primary Duties & Responsibilities: These duties must be the primary focus of the educator. Secondary duties can be completed only when the primary duties are fulfilled.

Develop Docent Program

Recruit, educate and retain docents for the Oldest Stone House Museum. The Oldest Stone House Museum must be open at least 90 days per year with a docent present. This can be done with a combination of regular admission days, special events, school tours and other programs. The Educator will schedule and provide staffing for all open days and events. The Educator should only be a substitute if there is no docent available, however the house must be staffed on Wednesdays (1-4 p.m.) and Sundays (2-5 p.m.), February through May and September through November; summer hour staffing, Wednesday, Thursday, and Friday and the second Saturday each month (1-4 p.m.) June through August. The Educator should always express appreciation for the gifts of time and talent from LHS volunteers.

Business and Operations

The Educator will provide bi-monthly reports to the Executive Director with information on museum attendance, special tours, public programming and special events, for LHS Board of Trustee meetings. Analysis of all programming should be carried out and reviewed with the LHS staff and board programming committee.

Educational Programs

The Educator will oversee, develop, promote and implement programs in accordance with the stated mission of the society. These include but are not limited to the following programs currently in place: museum exhibits, Traveling Trunk Program, Ohio Heritage Program, Valentines Tea, and adult programming. Special focus should be given to development of curriculum-based school programs, lesson plans and tours, and the marketing of the Traveling Trunk Program to local schools and teachers. The Educator works with the Executive Director on most adult public programming. The Educator also assists with the development of and education surrounding museum exhibits.

Secondary Duties & Responsibilities

Business and Operations

The Educator will provide articles and assist with production of newsletters and mailings to the membership as requested by Executive Director. They will assist with the completion of education based grants. Other Duties as assigned by the Executive Director.

External Community Involvement

The Educator will attend professional meetings on museum education topics as requested by the Executive Director, answer public inquiries related to Education, and respond to tour scheduling in a timely manner.

Performance Review

The Educator and the Executive Director will meet regularly to review progress and shall meet in the month of September not less than annually for the purpose of setting goals and reviewing the progress toward achieving the prior year's goals. This meeting will include an exchange of written performance evaluations: one done by the Executive Director and the

other and a self-evaluation by the Educator with planned goals for the upcoming year. The Executive Director will then make a recommendation to the Board of Trustees for discussion and execution of review and/or compensation.

Applicants

Successful applicants will possess an undergraduate degree or higher in education, early childhood education, history, museum studies, or related field. Prior experience in museum education a plus. They will be able to lift 25lbs and be able to scale stairs. Personal transportation is required to and from trunk talk and lecture engagements. Familiarity with Office software, with particular emphasis on Power Point, is required, familiarity with Past Perfect software a plus.

Applications can be mailed to The Lakewood Historical Society, 14710 Lake Avenue, Lakewood, Ohio 44107 or mailed to the Executive Director, Greg Palumbo, at director@lakewoodhistory.org.