

**Wenham Museum  
JOB DESCRIPTION**

<b>Position Title:</b> Museum Educator, Volunteer and Group Visit Coordinator	<b>Department:</b> Audience Engagement
<b>Supervisor:</b> Executive Director	<b>FLSA Status:</b> Part time, 24 hours per week; non-exempt
<b>Pay Grade:</b> \$21.50 - \$30/hr., commensurate with experience (Sliding scale: 2 years experience = \$21.50/hr., 30 years experience = \$30/hr.)	<b>Date Updated:</b> 11.14.2025

**SUMMARY OF JOB SCOPE & RESPONSIBILITIES**

The Museum Educator, Volunteers & Group Visit Coordinator supports the Wenham Museum’s mission by coordinating volunteers, group visits, outreach partnerships, and educational programming. This position plays a vital role in ensuring high-quality, multi-generational learning experiences through hands-on engagement, community connection, and excellent visitor service.

**ESSENTIAL JOB FUNCTIONS**

**1. Volunteer and Intern Program Coordination (25%)**

- Administer the museum’s volunteer and intern program, including recruitment, onboarding, training, scheduling, retention, and ongoing communications.
- Maintain volunteer documentation, hours logs, and compliance with internal procedures.
- Work collaboratively with staff to match volunteer skills to departmental needs.
- Build and nurture partnerships with community organizations to support recruitment.

**2. Group Visit Scheduling and Support (25%)**

- Serve as the main contact for scheduling and coordinating group visits (schools, camps, homeschool groups, senior groups, and community organizations).
- Prepare run-of-show plans, staffing assignments, materials, and space needs for each visit.
- Greet groups upon arrival and ensure a smooth, engaging, and age-appropriate experience.

**3. Educational Programs & Outreach (25%)**

- Assist in the development and delivery of on-site, off-site, and virtual programs, including workshops, gallery engagements, demonstrations, and special events.
- Support daily museum education activities, including drop-in learning and hands-on materials
- Collaborate with community partners (libraries, schools, senior living communities, nonprofits) to expand access and strengthen educational partnerships.

**4. Program Operations & Administration (25%)**

- Coordinate logistics, materials, supplies, and set-ups for educational programs.
- Assist in maintaining learning spaces and educational resources.
- Track and maintain records related to volunteers, group visits, and program attendance, and metrics.
- Provide excellent customer service to volunteers, educators, caregivers, and community partners.
- Stay informed on best practices in museum education, DEAI, and audience engagement.
- Contribute to special events, festivals, and museum-wide initiatives as part of a small collaborative staff team.
- Perform other duties as assigned.

## **JOB QUALIFICATIONS**

### **Required Education or Work Experience**

- Bachelor's degree **or** equivalent combination of education and experience.
- At least one year of experience in education, museums, youth development, nonprofit programming, visitor services, or related fields.
- Strong interpersonal, oral, and written communication skills.
- Experience working with children, families, and multi-generational audiences.
- Demonstrated ability to provide excellent customer service.
- Ability to lift up to 40 lbs., move program materials, and work in a fast-paced environment.

### **Preferred Qualifications**

- Experience in museums, cultural institutions, or informal learning environments.
- Experience coordinating or supervising volunteers or interns.
- Ability to work collaboratively across departments in a small-staff environment.
- Strong organizational skills, initiative, and problem-solving abilities.
- Comfort with public speaking, facilitating groups, and leading hands-on educational activities.
- Multilingual skills a plus but not required.

## **WORKING CONDITIONS**

- Must be available to work some weekends, holidays, and evenings as required by programming and events.
- This role involves a combination of administrative work, direct visitor interaction, and physical activity

## **COMPENSATION**

Hourly rate commensurate with experience.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

This position requires the ability to do one or more of the following throughout the day: stand, walk, sit, bend, and reach above and below shoulder level. Involves frequent repetitive motion (typing, filing, etc.). The noise level in the work environment is highly variable, from quiet to loud.

## **DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.