



**Title:** School and Youth Programs Coordinator

**Hours:** Full-time with ability to work occasional weekends and evenings.

**Description:** Reporting to the Director of Education, the School and Youth Programs Coordinator is vital to Independence Seaport Museum's education team. This person is responsible for the co-development, instruction, and coordinating of our education programs in the museum, on the historic ships, and occasionally off-site. With the Director of Education, they will also ensure proper evaluation of these programs and offerings. The School and Youth Programs Coordinator will be someone who has a varied tool-kit and is looking to co-build with the Director of Education.

**Compensation:** Competitive compensation and generous benefits package including health and retirement benefits.

**Qualifications:**

- Bachelor's degree in history, science, or an education field. Equivalent experience in informal education, program development, or in the sciences accepted.
- A minimum of two years' experience teaching in a museum setting.
- Demonstrated experience managing others.
- Understanding of formal K-12 school programming and curriculum.
- Ability and willingness to engage with the public.
- Flexibility, patience, and strong attention to detail; a good sense of humor and a friendly, reliable team player.
- Excellent communication abilities, including customer service and phone and email manner.
- Ability to break down complex subjects and topics for general audiences, including young children, teens and adults required.
- Can work both independently and collaboratively with Seaport Museum staff and collaborators.
- Cultural competency for working with diverse audiences and stakeholders; ability to form and maintain community relationships.
- Preferred: Knowledge of basic math and physics concepts; boatbuilding and engineering experience; STEAM fields; experience with on-water activities; 3D printing and design technology.
- Upon hiring, a PA Child Abuse History Clearance and State Criminal Record Check are required.
- Must be fully vaccinated against COVID-19. Fully vaccinated is defined as at least two weeks after your final dose. Medical and religious exemptions will apply.

**Duties:**

- Lead educational programs and tours for K-12 field trip groups and occasionally for adult or special groups.
- Develop and evaluate exhibition-based learning programs and resources for K-12 groups and educators.
- Develop and evaluate public programming and tour content that utilizes the collections and exhibit areas.
- Co-develop and co-coordinate teen programming.
- With the Director of Education, gather and disseminate data to appropriate departments.
- Assist Workshop on the Water and Paddle Penn's Landing departments with school and public programming content and logistics.
- Gather, maintain, and monitor inventory of supplies needed for programming regularly.
- Maintain calm, positive, and organized atmosphere using classroom management skills.
- Occasionally provide off-site programming at fairs, festivals, outreach programs, and conferences.
- Perform other duties as assigned.

**To apply:**

Apply to this position directly at <https://phillyseaport.efficientapply.com/jobs/> No phone calls.

Discover Philadelphia's river of history and world of connections at Independence Seaport Museum. For more information, please visit [phillyseaport.org](http://phillyseaport.org).

**Location:** Independence Seaport Museum, 211 S. Columbus Blvd., Philadelphia, PA 19106. The Museum is easily accessible by public transportation and nearby parking.

Independence Seaport Museum is an equal opportunity employer committed to diversity in its visitors, board, and staff. The Museum does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, religion, creed, national or ethnic origin, age, disability, veteran status or any other legally protected class status. People demonstrating a commitment to diversity and multiculturalism are encouraged to apply.