



INDIANA UNIVERSITY

MUSEUM OF ARCHAEOLOGY
AND ANTHROPOLOGY

Job Opening ID: 312616

Position Title: Education Coordinator

Department Name: IU Museum of Archaeology and Anthropology (IUMAA)

Role Descriptor: Education Outreach Specialist

Department ID: BL-MAA

Salary: \$46,000

Job Summary

The coordinator will primarily be focused on the development, implementation, and evaluation of transformative educational experiences related to the IU Museum of Archaeology and Anthropology (IUMAA) mission, vision, and values. They must bring a passion for community engagement, program/event development, collaboration and thrive in diverse learning environments with a focus on anthropology, community, and storytelling. The Learning and Community Engagement Department is responsible for providing opportunities for people of all ages and abilities to engage with the museum in dynamic and impactful ways.

Department Specific Responsibilities

- Develop, schedule, and implement dynamic and impactful public programs
- Oversee the Student Advisory Council recruitment, meetings, and logistics planning
- Develop and conduct tours, workshops, and curricula (digital/physical) in collaboration with the Learning and Community Engagement Manager and community members. Curricula may address specific exhibits or aspects of identity, race, cultural production and human history, creativity, anthropology, etc.
- Facilitate object-based teaching and learning for all ages
- Create and facilitate exhibit support materials like activities, gallery guides, or sensory tour kits
- Conduct outreach visits to schools, assisted living facilities, or other venues
- Support volunteers, interns, and practicum students through the development of tour notes or other training materials
- Maintain departmental records related to programs, tours, etc.
- Coordinate with other departments as needed to meet departmental objectives and goals
- Help maintain a welcoming and inclusive environment for visitors, faculty, and staff
- Other projects and responsibilities as assigned
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General Responsibilities

- Creates, implements, and evaluates experiences that connect audiences with the university, including local and rural outreach, campus, summer camps, home school events, teacher professional development workshops, and family programming.
- Supports the activities of other university departments with expertise on the audience desired. Maintains affiliations with colleagues within academic university, locally and nationally.
- Develops and conducts training of a pool of educators who can facilitate programs.
- Develops and conducts training for tours with docents.
- Manages the daily operation of programs in accordance with the university's strategic plans.
- Develops and manages experience's budget(s).
- Oversees online content and technology.
- Seeks sources of funding and works with development staff to develop proposals and



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annual reports.

- Provides process improvement suggestions to supervisor.

Qualifications

Education

- Bachelor's degree in education, museums studies, anthropology, and/or other related fields

Preferred

- Master's degree in social studies education or museum education
- Master's degree in folklore, history, anthropology with a public practice emphasis

Work Experience

Required

- 2 years of experience in education

Preferred

- 1 or more years of experience developing and leading museum tours and/or museum programs 3-5 years of experience in a museum education setting
- Experience teaching in museums and/or with objects.

LICENSES/CERTIFICATIONS /CREDENTIALS

- Possesses a valid driver's license with the ability to be insured by Indiana University

SKILL

- Excellent written and verbal communication skills
- Maintains a high degree of professionalism
- Outstanding problem-solving skills
- Ability to work on multiple projects, prioritizing as needed
- Seeks to acquire new knowledge and abilities quickly
- Highly thorough and dependable
- Understanding of formal and informal educational settings and practices
- Community engagement
- Event/program development and management
- Excellent customer service skills
- Ability to work well as a team member or independently
- General familiarity with history, anthropology, archaeology, and/or folklore
- Knowledge of museum practices and education
- Ability to see connections across academic disciplines and explore new ideas
- Thinks conceptually, creatively, and critically
- Centers diversity, equity, inclusion, and accessibility work

Working Conditions:

This role requires the ability to respond quickly and kindly to needs of guests and colleagues. Position will occasionally require weekend and evening hours. This role requires the ability to effectively communicate and to operate a computer and other standard office productivity equipment. The position involves sedentary work as well as periods of time moving around an office environment and the campus. This position involves some local and regional travel. The person in this role must be able to perform the essential functions with or without an accommodation.



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Directions on how to apply:

1. Non-IU employees should click on the first link below to access the careers site; current IU employees should click on the second link below.
2. Review the job description and then click on "Apply for Job" to begin your application.
3. Non-IU employees will need to sign in to access your account. If you do not already have an account, click on "Register Now" to create an account.
4. Current IU employees will be recognized through CAS Authorization.
5. Complete the application process.

If you are NOT an IU employee currently, please use the following link:

https://hrms.indiana.edu/psp/PH1PRD_PUB/EMPLOYEE/HRMS_PUB/c/HRS_HRAM_FL.HRS_CG_SEARCH_FL.GBL?Page=HRS_APP_JBPST_FL&Action=U&SiteId=1&FOCUS=Applicant&JobOpeningId=312616&PostingSeq=1

Current IU employees should use this link:

https://hrms.iu.edu/psp/PH1PRD/EMPLOYEE/HRMS/c/HRS_HRAM_EMP_FL.HRS_CG_SEAR_CH_FL.GBL?Page=HRS_APP_JBPST_FL&Action=U&FOCUS=Employee&SiteId=1&JobOpeningId=312616&PostingSeq=1