



## SCHOOL PROGRAMS COORDINATOR (Full Time, Exempt)

**\*Applications are accepted electronically [HResources@countrymusichalloffame.org](mailto:HResources@countrymusichalloffame.org)**

**\*\* To apply please submit a Resume, Cover Letter and an educational writing sample, preferably a lesson plan. (*Salary requirements and references will be requested during the interview process and need not be included as part of your application.*)**

The Country Music Hall of Fame® and Museum has an opening for a full-time exempt School Programs Coordinator position in the Education Department.

**Company Overview:** The Country Music Hall of Fame® and Museum seeks to collect, preserve, and interpret the evolving history and traditions of country music. Through exhibits, publications, and educational programs, the museum teaches its diverse audiences about the enduring beauty and cultural importance of country music. **Follow us:** @countrymusichof on Twitter | countrymusichof on Facebook @OfficialCMHOF on Instagram | @CountryMusicHOF on Snap Chat

**Departmental Overview:** Through the development of programs and resources, the education department expands and illuminates the stories, themes, and music explored in the museum galleries. Serving nearly 100,000 people per year, the education team engages various audiences through a wide-range of activities, including school and community-based programs, hands-on workshops for youth and families, performance presentations for museum visitors, and more. The museum's mission of "collect, preserve, and interpret the evolving history and traditions of country music... and teach diverse audiences about the enduring beauty and cultural importance of country music" defines the work of the education department. A creative and curious team, current education staff have a range of expertise—including museum education experts, former classroom teachers, visual artists, and professional musicians. The team shares a passion for country music and popular culture and works closely together to share ideas and learn from each other to interpret the museum's unparalleled collection and dynamic subject matter.

**Job Overview:** The Country Music Hall of Fame and Museum seeks a charismatic, creative, organized, and experienced educator to assist with coordination and facilitation of the museum's dynamic learning programs for teachers and students. This position will assist with scheduling, developing, instructing, and evaluating programs, among other



responsibilities, to ensure the continued success and growth of student and teacher programming in the Taylor Swift Education Center.

### **Specific Job Duties:**

- Field program inquiries from teachers, including returning phone calls and emails, and share program options and admission details
- Facilitate student tours and programs, including Guided Highlights Tours, Words & Music, Dazzling Designs
- Oversee distance learning programming through maintaining program listings on partner websites, teaching programs, and developing new programming that supports exhibition content
- Schedule, contract, and train school program educators and teaching artists and assist with training tour guides
- Liaison to teaching artists, including preparing them for working with students and communicating program details and arrival information
- Oversee internal communications to ensure program information is shared with other departments
- Oversee program evaluation through collecting feedback from various audiences, analyzing outcomes, and making recommendations that ensure programmatic goals are met
- Assist with the development of lesson guides and maintain and develop web resources in the digital resource portal
- Oversee school programs areas on the museum website and assist with school programs marketing initiatives
- Contribute to department record-keeping including tracking participation data for accurate quarterly reporting
- Assist with educator professional development including advance planning and leading workshop modules
- Assist with off-site programming including developing and leading programs for partner schools

### **Minimum Qualifications:**

- Bachelor's degree in education, museum studies, or related field
- A minimum of 3 years work history in a museum or school
- Documented experience with object-based learning, inquiry-based learning, and K-12 curriculum standards
- Documented knowledge of databases

### **Preferred Qualifications:**

- Master's degree in a related field of study
- Proficiency on a musical instrument



- Knowledge of STEAM and arts integration
- Experience with Tessitura database
- Passion for and deep knowledge of country music

**Essential Competencies (Knowledge, Skills and abilities needed for success in the position):**

- Strong project planning, time-management, and organizational skills
- Excellent written and verbal communication skills
- Ability to work independently and as part of a team
- Ability to work with accuracy and close attention to detail

**Conditions of Employment:**

- Willingness to work occasional evenings and weekends
- Lift 25 lbs or less