



Position Description

Learning and Engagement Coordinator

Admiral Nimitz Foundation

Founded in 1971 as a 501(c)3, the Admiral Nimitz Foundation (ANF) since 2005, in an agreement with the Texas Historical Commission, manages and provides financial support to the State-owned National Museum of the Pacific War in its mission:

***To foster responsible citizenship and leadership by inspiring all ages
with our collection and the enduring relevance of the stories from the Pacific War.***

About the Museum

Originally opened in 1967 as the Fleet Admiral Chester W. Nimitz Memorial Naval Museum, it was renamed the National Museum of the Pacific War (NMPW) in 1997, and the U.S. Congress officially designated it as such in 2006. The Museum is dedicated to honoring all who served in and supported the Asiatic-Pacific theater of World War II and ensuring that the history, stories and impact of this significant period are available to the public far into the future. A Smithsonian Affiliate and accredited by the American Alliance of Museums, it welcomes more than 120,000 visitors annually, including over 20,000 children and students. NMPW also reaches thousands more through its virtual learning programs. Spanning six acres in downtown Fredericksburg, Texas, it features three galleries with more than 55,000 square feet of indoor exhibit space, 40 media installations, almost 1000 artifacts, 15 macro-artifacts, hundreds of photographs, and thousands of oral histories in its digital archives.

Position

Reporting to the Director of Education and Museum Programs, the Learning and Engagement Coordinator develops dynamic lesson plans, activities, and educational resources that align with curriculum standards and the museum's mission. This position is responsible for developing and implementing professional development opportunities, conducting research to understand the evolving trends and needs of educators and students, and assists with field trips, virtual learning initiatives, and school presentations. Additionally, the coordinator maintains educator communication through newsletters and fosters partnerships with schools, educational organizations, and community stakeholders to expand programs and diversify audiences. The ideal candidate possesses relevant experience in content creation and programming, the ability to engage diverse audiences, and knowledge of curriculum standards and education trends.

Responsibilities

- Creates engaging and innovative lesson plans, activities, and resources for students and teachers that align with curriculum standards, adheres to the museum's mission and programming plan, and evolves with changing educational trends.
- Develops, implements, and evaluates professional development opportunities for educators, including workshops, seminars, and the Summer Institute for Teachers, both virtually and in person.



- Coordinates opportunities for educators to earn Continuing Professional Education credits through participation in museum programs and ensures proper documentation and compliance with Texas Education Agency (TEA) requirements.
- Researches and understands the needs, interests, and concerns of educators and students to ensure resources and programs are relevant, impactful, and needed through surveys, focus groups, conferences, Teacher Advisory Board, and more.
- Assists with field trips, virtual learning programs, and school presentations and provides supplementary materials for each experience.
- Produces and distributes regular newsletters to educators, highlighting upcoming programs, events, and resources.
- Engages with schools, educational organizations, and community stakeholders to develop partnerships, both locally and abroad, in order to expand programs, increase resources, and diversify audiences.
- Provides support and/or activities for museum and community events including in-person and virtual programs, outreach, and fundraisers.
- Performs other appropriate duties as required.

Qualifications

- Bachelor's degree in education, public History, museum studies, or a related field.
- Relevant experience in curriculum writing, program and resource development, historic research, virtual learning, field trips, and/or outreach coordination.
- Available to work a flexible schedule with some nights, weekends, and travel.
- A valid driver's license and the ability to operate a motor vehicle.
- Ability to lift up to 35 lbs. and stand, sit, or walk for extended periods of time.

Additional Qualifications Desired:

- Knowledge of World War II history, particularly the Pacific Theater, and a commitment to historical accuracy and authenticity.
- Knowledge of the Texas Essential Knowledge and Skills (TEKS) and best practices in museum education, experiential learning, and proficiency in digital tools and platforms for virtual learning and content creation.
- Strong communication and interpersonal skills, with the ability to engage with diverse audiences including students, educators, and community members.
- Strong organizational and time management skills; ability to collaborate cross-departmentally and work independently without close oversight.
- Flexibility to adapt to changing priorities and manage multiple projects simultaneously.

Compensation and Benefits

This is a Full Time, salaried position in the range of \$45,000-\$50,000 with health insurance, sick leave, paid vacation, and holidays. A 403-B retirement savings account is offered.

To Apply

Please submit resume, cover letter with desired salary, sample lesson plan or activity, and the names of three references to Kyna Stys, the Director of Education and Museum Programming, at Kstys@NimitzFoundation.org