

Education & Programs Coordinator

Salary: \$55,000-\$58,000

Coastal Georgia Historical Society seeks an Education & Programs Coordinator to manage the Society's education and volunteer programs, as well as contribute to our public programming. This position will develop and manage relevant, community-focused, and mission-aligned educational and programming opportunities for all audiences, while providing vital management of volunteers and support for events. This role requires a dynamic and outgoing person with a love of history and working with people of all kinds. We seek a team member who will foster engagement with students, teachers, volunteers, visitors, members, and the wider community; convey a passion for the CGHS mission; contribute to and support CGHS's strategic plan and annual priorities; and promote the Society and its museums throughout the community. This is a key position on the Collections & Education team, which oversees mission-related activities for CGHS.

Essential Functions and Responsibilities

Education Program

- Book and manage school tours (approximately 45 per year) and school tour volunteers
- Book and manage adult group tours
- Oversee all tours and act as day-of point-of-contact
- Create and refine existing educational materials and programs for K-12th grade students and educators based on Georgia standards and museum best practices, including in-school programs and digital resources
- Help plan and run teacher workshops

Volunteer Program

- Act as point-of-contact for all CGHS volunteers (currently around 100 total)
- Recruit, train, and supervise volunteers to ensure quality content and presentation
- Coordinate staffing of Lighthouse Museum, WWII Home Front Museum, and School Tours
- Revise and maintain volunteer manuals and scripts
- Provide enrichment programs and publications (e.g. newsletter) for volunteers
- Plan annual volunteer luncheon

Public Programming

- As part of the Programming Committee, help plan CGHS programs, including the Winter, Spring, and Fall programs; the end-of-summer Chautauqua Lecture Series; and the Brunswick Lecture Series
- Create speaker agreements, book travel & lodging for speaker, and book event space and A/V
- Create and manage event registration online

- Market programs through press releases, member emails, CGHS website, social media, and more
- Act as day-of point-of-contact for program speakers and A/V

Perform other duties as assigned.

Requirements

Desired Skills, Knowledge, Abilities, and Experience

- Experience developing curriculum and/or educational resources; working with K-12 students and teachers; developing and/or executing programs and events for a general audience; and managing volunteers in a museum or public history setting
- Excellent verbal and written communication, presentation, problem-solving, and organizational skills
- Strong relationship-building skills to establish and maintain positive working relationships with colleagues, volunteers, visitors, teachers, and community partners
- Knowledge of and passion for American history
- High level of flexibility and collaboration to effectively work in a small-team environment
- Familiarity with social media and e-communication platforms

Qualifications

- Bachelor's degree in History, Public History, Education, Museum Studies, American Studies, or a related field.
 - Master's degree preferred or equivalent combination of experience and education
- At least three years of experience in a museum, historical society, or similar organization is preferred
- Ability to work nights for programs

Application Instructions

Interested applicants should email a cover letter, resume, and a list of three references (with contact information) to Dr. Whitney Nell Stewart, CGHS Director of Collections & Education, at wstewart@coastalgeorgiahistory.org. Questions can also be referred to Dr. Stewart.

Timeline: Application review will begin on May 15, 2025. The position will remain open until filled.

Who We Are

Coastal Georgia Historical Society is a community museum with a regional presence, serving as the area's center for historical research and education. Established in 1965, CGHS is a nonprofit 501(c)(3) organization dedicated to connecting people to Coastal Georgia's dynamic history through the stories

we share and the collections we preserve. We operate the St. Simons Lighthouse Museum and the World War II Home Front Museum; sustain and support Coastal Georgia history through archival, archaeological, and architectural collections; and educate students, visitors, the public, and our members through tours and public programming. CGHS is located on St. Simons Island, one of the barrier islands off the coast of Georgia. For more information, visit our website at <https://www.coastalgeorgiahistory.org/>.