COUSE-SHARP
HISTORIC SITE

Museum Educator / Education Coordinator

Job Description

The full-time museum educator will develop and implement educational programs and activities that engage diverse audiences within the museum and the community. This role enhances visitors' understanding and appreciation of Couse-Sharp Historic Site's role in telling an inclusive story of Taos's art, history, and culture and connecting it to the United States as a whole.

To apply, please send resume, cover letter, and contact information for at least three professional references to info@couse-sharp.org.

This is a rare opportunity for a full-time museum career in Taos working with a dynamic team that is passionate about our mission and thoroughly enjoys eating pie!

Responsibilities

1. Develop and Implement Educational Programs: Design, coordinate, and deliver innovative educational programs tailored to different age groups and audience types, including school groups, families, adults, and community organizations.
2. Visitor Engagement: Engage with visitors to facilitate learning and enhance their museum experience. This may include helping to shape the interpretive plan and the docent guide, leading tours, giving presentations, and answering questions about the museum's collections, exhibitions, and visitor experience.
3. Collaboration: Work closely with other museum staff, volunteers, and community partners to ensure the successful delivery of educational programs and events.
4. Digital: Maintain a working knowledge of applicable technology for the development and production of online classroom units and lessons, tailored online content, website, and social media content.
5. Training: Train museum staff and volunteers to deliver educational programs and activities.
6. Evaluation: Monitor and evaluate the effectiveness of educational programs, adjusting as necessary to improve visitor and student engagement and learning outcomes.
7. Budget: Identify needs and funding opportunities, including grants and grant writing.

Community Focus

Within the larger framework of museum educator responsibilities, we envision a strong community focus. This position will develop programs with input from Taos Valley school educators, our advisory council of individuals from Taos Pueblo and other Indigenous groups, our Nuevomexicano advisory council, and local museum partners. We envision interdisciplinary programs that address the needs of K–12 students, educators, and administrators, as well as adults, that blend into the overall goals and mission of CSHS. Goals of the educator would include:

- Produce and manage innovative educational programs and work with schools to complement their curriculum needs.
- Offer training to school educators and administrators to deliver content within area schools and work with schools on-site and off-site as needed.
- Maintain knowledge of current local and national education trends and pedagogy to create curriculum tie-ins, including programs that address AJEDI initiatives.

- Develop and produce online classroom units and lessons as appropriate, tailored online content, new websites or additions to existing websites, and social media content; maintain a working knowledge of applicable technology to facilitate the above.
- Work closely with the executive director and the curator to develop content for exhibitions, tours, and associated programming.
- Conduct surveys and community-based conversations to identify and develop programmatic opportunities.

Qualifications

- Experience developing and delivering educational programs in a museum or similar setting.
- Excellent communication and presentation skills.
- Bachelor's degree in education, museum studies, art history, or a related field.
- Master's degree and/or teaching certificate preferred.

Skills

1. Interpersonal Skills: Building rapport with diverse stakeholders, asking thoughtful questions, and being open to feedback. Cultural sensitivity and awareness of diverse perspectives, identities, and backgrounds to develop inclusive and culturally relevant educational content and experiences that resonate with diverse audiences.
2. Collaboration and Communication: Presenting and engaging information, guiding and facilitating discussions, and developing educational materials.
3. Problem-Solving: Creativity in designing interactive and participatory educational experiences, incorporating multimedia, hands-on activities, storytelling, and other techniques to enhance learning and engagement.
4. Time Management: Prioritizing tasks and managing time efficiently.
5. Adaptability: Understanding educational theories, learning styles, and teaching methodologies that meet the needs and interests of diverse audiences. Commitment to continuous learning and professional development through participation in workshops, conferences, and training opportunities related to museum education, pedagogy, and relevant subject areas.
6. Critical Thinking: Analyzing information and making informed decisions.
7. Technical Proficiency: Proficiency in educational technology tools and platforms for developing digital resources, virtual tours, online programs, and interactive experiences.
8. Attention to Detail: Ensuring accuracy and thoroughness in work.
9. Practical Application: Assessing the effectiveness of programs and activities through evaluation methods such as surveys, feedback forms, observations, and learning assessments and using data to inform program improvements and strategic planning.

CSHS Benefits Package 2026

- 10 paid holidays per year
- 80 hours of vacation per year
- 64 hours of sick leave per year
- Schedule flexibility
- The Qualified Small Employer Health Reimbursement Arrangement program provides reimbursement of health insurance premiums and qualifying costs (such as copays, prescriptions, OTC medications) up to $537/month for an individual and $1,091/month for a spouse and/or family
- 403(b) retirement plan, the nonprofit equivalent of a 401(k): After a 90-day exclusionary period upon hire, the organization matches elective retirement deferrals up to 3% of salary
- Short-term disability insurance coverage at no cost to employees

- Starting salary $60,000