



## Education Curator

Department: Education

Classification: Full Time, Regular

Reports to: Executive Director

Status: Salaried and Exempt

Proposed Salary: \$48,000-\$55,000

Eligible for Benefits: Yes, Full Benefits

### Position Summary:

At the Tri-Cities Historical Museum, we create connections to local history! We're seeking a museum professional with strong audience engagement skills to join our team as our next Education Curator. This key leadership role oversees the development and delivery of educational programming, community outreach, public programs, and curriculum-based learning experiences that connect audiences of all ages to the history of the Tri-Cities area. The ideal candidate is an engaging and outgoing communicator who is comfortable speaking to groups, building community relationships, and representing the museum in public settings.

**Primary Responsibilities:** The Education Curator oversees the development, coordination, and delivery of a wide range of educational programs, community outreach efforts, and public programming for the museum. This senior leadership role manages school partnerships, field trips, curriculum-based classroom programs, lectures, walking tours, and community events while fostering strong relationships with teachers, volunteers, senior living communities, and local organizations. The Education Curator is responsible for program planning, scheduling, communication, volunteer coordination, data tracking, and maintaining educational materials and presentations to ensure engaging, accessible, and mission-driven experiences. This position supervises the Volunteer + Community Engagement Coordinator and collaborates across museum departments to support exhibitions, special events, and community engagement initiatives that connect history to the broader Tri-Cities audience.

**Qualifications:** Bachelor's degree required in museum studies, education, or related field, Master's preferred, plus two or more years of museum education, events, programs, and/or interpretation experience. Teaching experience is helpful. Knowledge of museums and general education programs for students, adults, and

families is required. Passion for learning about the Tri-Cities Historical Museum and our community, and then sharing that knowledge with others. Understanding museum and education ethics and best practices is required.

## Duties and Responsibilities with Estimated Annual Time Allocation Percentage

### Educational Programming 60%

- Work under the general supervision of the Executive Director to determine department goals, schedule, and budget.
- Creates educational programs that align with current curriculum standards set by the State of Michigan and local school district requirements.
- Coordinate and lead school tours, adult tours, and community outreach programs.
- Develop and implement special events and programming for visitors, families, and special interest groups.
- Assist the collection department with developing a robust secondary prop collection for “hands-on” experiences and other interactive exhibits.
- Collect, analyze, and apply feedback on educational activities provided.

### Special Events and Programs 30%

- Creates new strategies to engage diverse visitor demographics, focusing on audience diversity, inclusion, and accessibility.
- Create community programs to engage the public and various groups with the museum’s educational mission and build a family of local supporters.
- Develop topic-specific programs, talks, tours, and workshops around new exhibition themes.
- Represent and promote the museum while furthering community partnerships.

### General Administration 10%

- Lead and direct the educational staff/volunteers as needed.
- Monitors monthly department income and expenses. Works with the executive director on the annual budget for the education department.
- Contribute program-related content to the museum’s social media accounts.
- Prepare promotional materials for educational programs and special events
- Create content for the bi-annual publication of River Winds.
- Writes monthly education department reports for the museum’s board of directors.

- Provides the Development Director with program data and narrative support for grant applications and advancement initiatives.
- Serve on various museum and community committees as required and assigned.

### General Knowledge, Skills, and Abilities

1. Demonstrate and effectively communicate a comprehensive understanding of the TCHM Mission and Value Proposition from the current Strategic Plan.
2. Understand the general philosophy, principles, programs, and practices of a public historical museum.
3. Able to handle multiple projects simultaneously while meeting all critical deadlines. Prioritize and organize workload effectively to complete tasks on time. Delegate where appropriate.
4. Adhere to the highest ethical standards.
5. Outstanding written and verbal communication, with proven ability to communicate effectively in public speaking and when interacting with key partners, professional affiliates, and staff colleagues.
6. Possess exceptional customer service skills, with the ability to work with diverse customers, volunteers, and TCHM staff. Strong interpersonal and excellent listening skills.
7. Be an outgoing, optimistic, and professional representative of TCHM to all stakeholders.
8. Be creative, collaborative, and strategic with good analytical and problem-solving skills.
9. Be a self-starter and able to work independently and as part of a team.
10. Be proficient with technology and familiar with TCHM social media, computer programs, and databases.
11. Manage budgets within areas of oversight; provide expenditure forecasts and revenue estimates; understand and ensure adherence to budgets under dynamic operating conditions.
12. Be flexible and able to work weekends, holidays, and evenings as necessary.
13. Physical requirement – be able to lift and move objects up to 50 lbs.

**Benefits:** The museum offers a competitive benefits package, including healthcare, life insurance, a 3% matching IRA contribution, an Employee Assistance Program through Mosaic Counseling, vacation, sick leave, 15 paid Federal holidays, and up to 7 snow days per winter season.

About the Tri-Cities Historical Museum: Founded in 1959, the Tri-Cities Historical Museum (TCHM) is a vibrant local history museum serving the community with exhibitions, programs, and archives. The museum occupies two buildings: the historic Akeley building, built in 1871 and located in the center of downtown Grand Haven, and the Community Archives and Research Center (CARC), established in 2016. Anyone, anywhere, can view and search our catalog of objects, photographs, and documents on Collective Access, the Museum's free digital database of more than 73,000 artifacts.

Our mission is "creating connection to local history." Residents and visitors of the Tri-Cities can explore the shared history of Spring Lake, Ferrysburg, and Grand Haven. More than 24,000 visitors annually enjoy exploring the stories of local people, events, and artifacts. The Akeley building's first floor features permanent exhibits that tell the story of the Tri-Cities in chronological order. The second floor offers small- and large-gallery spaces to feature rotating exhibits.

**Commitment to Inclusion:** The Tri-Cities Historical Museum does not and shall not discriminate based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, gender identity, or gender expression, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing staff, selecting volunteers and vendors, and providing services. We are committed to providing an inclusive and welcoming environment for our team members, visitors, volunteers, subcontractors, vendors, and clients.

To apply, please send your cover letter, resume, and references to Erica Layton, Executive Director at [careers@tchmuseum.org](mailto:careers@tchmuseum.org) by June 30, 2026.