

Title:	<i>Education Specialist</i>	Date:	<i>July 2026</i>
Reports to:	<i>Director of Education</i>	FLSA Classification:	<i>FT, exempt</i>
Department:	<i>Education (540)</i>	Pay Range:	<i>\$45,000-\$50,000</i>

Job Summary:

The Education Specialist is responsible for designing and implementing excellent educational experiences at Andrew Jackson's Hermitage.

Supervisory Responsibilities:

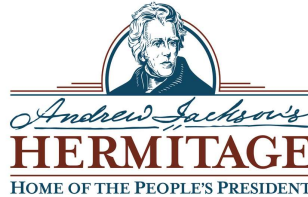
- None.

Primary Job Responsibilities:

- Teaches educational classes onsite, offsite, and virtually.
- Designs and coordinates production of all K12 curriculum resources, including on-site field trip experiences, teacher preparation tools, and classroom supports.
- Assists the Director of Education with identifying and developing visitor educational opportunities across the site to supplement the standard visitor experience.
- Represents the Education Department at professional conferences and participates in teacher education initiatives.
- Serves on staff committees as needed to advocate for learners using resources of the Andrew Jackson Foundation.
- Assists the Education Scheduler as needed with the arrival and orientation of K12 education groups.
- Provides direction to the Education Scheduler regarding the preparation and maintenance of classroom materials.
- Performs other duties as assigned.

Required Qualifications & Skills:

- Excellent verbal and written communication skills.
- Excellent interpersonal, pedagogical, and group management skills.
- Strong logistical and planning skills
- Strong attention to detail.
- Ability to deliver education through a variety of modalities.
- Ability to adapt to various learning styles.
- Ability to interact with a diverse audience.



Education & Experience:

- Bachelor's degree in museum studies, museum education, or a related field required; Master's degree preferred.
- Experience meeting educational accessibility needs required. Foreign language competency preferred.
- At least three years of experience in delivering educational and public programs in a museum or historic site is required.

Physical Requirements

- Ability to stoop, bend, lift, and walk.
- Must be able to lift up to 20 pounds at times.
- Must be able to access various departments of a given location.
- Must be able to stand for prolonged periods.

Acknowledgement:

Employee Signature: _____

Date: _____

Hiring Manager Signature: _____

Date: _____

AN EQUAL OPPORTUNITY EMPLOYER:

Andrew Jackson Foundation is an equal opportunity employer committed to providing an inclusive and welcoming environment for all members of our staff, volunteers, and clients. We respect equality and inclusivity for all people and will not discriminate on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran status, sexual orientation, or gender identity. We respect, value, and celebrate the unique attributes, characteristics, and perspectives that make each person who they are. The above information has been designed to indicate the general nature and level of work performed by an employee in this position. It is not to be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications of employees assigned to this job.

Our Mission: *The mission of the Andrew Jackson Foundation is to preserve the home place of Andrew Jackson, to create learning opportunities, and to inspire citizenship through experiencing the life and unique impact of Jackson.*

Preserve, Educate & Inspire