COLUMBIA RIVER
MARITIME MUSEUM
ASTORIA ‹ OREGON

Job Title: Education Supervisor
Reports to: Education Director
Supervises: Volunteer Coordinator & Shop Educator
FSLA: Non-exempt - Full Time, Salary
Salary Range: $47,000 - $57,000 annually DOE

JOB SUMMARY – Education Supervisor

The Education Supervisor oversees adult programming and the volunteer program based on the museum's mission, including the supervision of the Volunteer Coordinator and the Shop Educator. This position will develop programming for audiences over 18 years of age both on and off site. The Education Supervisor will provide department oversight and works closely with the Education Director.

This position reports directly to the Education Director and is within the Education Department of the Columbia River Maritime Museum. This position is qualified as salaried, non-exempt, 40 hours per week with benefits. Work schedule is Tuesday – Saturday 8:30 AM – 5:30 PM with an hour lunch and may include holidays and school breaks.

ESSENTIAL DUTIES/RESPONSIBILITIES: include the following.

- Develop and schedule on-site and off-site adult learning opportunities year-round.
- Coordinate group visits to the museum including email communications, input into scheduling software, sending confirmation letters and reminder emails. Work with Education Director to assign staff to booked add ons.
- Keep detailed records including but not limited to photo waivers, progress images, analytics, and inventory.
- Supervise Volunteer Coordinator and Shop Educator.
    - With Volunteer Coordinator
        - Create regular trainings for new and seasoned volunteers. Schedule regular enrichment opportunities. Plan annual volunteer celebration. Design and distribute volunteer newsletter. Support with analytics collection. Approve time sheets and purchases.
    - With Shop Educator
        - Coordinate adult programming hosted within the Sam Johnson Woodworking Shop at the Barbey Maritime Center including acquiring guest instructors. Support with analytics collection. Approve time sheets and purchases.

- Act as head of department when Education Director is unavailable.
- Assist with implementation of on-site youth and public programming as needed.
- Other duties may be assigned.

EDUCATION AND EXPERIENCE

Bachelor's degree is preferred. Relevant fields such as museum studies, education, history, or another discipline related to the museum's collections and mission is preferred.

Experience working in an informal education environment desirable.

ADDITIONAL QUALIFICATIONS

- Experience working with adult and senior populations.
- Excellent communication skills and proficiency in computer systems.
- Knowledge of museum education, informal education practices, diverse learning styles, and/or STEAM based programming.
- Ability to work a flexible schedule and multitask.
- Hold a valid driver's license and able to travel

WORK ENVIRONMENT

While performing the duties of this job, the employee is regularly required to use hands for tactile learning opportunities; talk or hear; and sit. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move materials up to 50 pounds.

Depending on seasonal visitation, this can be a very physical, active role., The employee could be outdoors in all types of weather during site visits; moderate noises (examples: business office with computers and printers, light traffic). During lower visitation seasons, the employee can expect to spend more time indoors and in quiet, research-focused environments. Accommodations for all aspects of this position are welcome.

The Columbia River Maritime Museum seeks a diverse talent pool affording equal opportunity to all candidates without regard to race, color, age, religion, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Please send a cover letter with salary requirements and resume to hr@crmm.org

- Excellent Benefits (Medical, Dental, Vision, EAP & more)
- 403(b) Retirement Plan with Employer Match

- Paid time off including sick leave, and vacation.

INTENT AND FUNCTION OF JOB DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded.
Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate. In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization. Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law