Call for Applications

PROGRAM COORDINATOR in EDUCATION

Overview:
The Ward Foundation’s Program Coordinator, housed in the Education Department, primarily plans and carries out extended and informal learning opportunities at the Ward Museum of Wildfowl Art, Salisbury University. They are an integral part to carrying out the Ward Museum’s mission to create spaces and opportunities for learning about artistic traditions, community heritage, and connections to the natural environment. The Program Coordinator creates accessible programming geared toward all ages, and assists other Ward Foundation staff in infusing education into all aspects of Museum programming.

Overseen by the Education Coordinator, and working in collaboration with Events, Exhibits, and support staff, the Program Coordinator maintains and is responsible for growing programs such as adult art classes, the monthly Drop in Art family art program, Nature Journaling Club, and other programs in development. The Program Coordinator also assists the Education Coordinator with carrying out school-based programs such as field trips and in-school outreach, and informal education programs at the museum. Work on at least two partial Saturdays each month, and occasional evenings, is required.

Duties/ Roles:
Duties and responsibilities of the Program Coordinator include but are not limited to the following:

- Scheduling and overseeing regular adult art classes, and other adult education opportunities such as in-person and virtual talks and workshops
- Scheduling and overseeing the Drop in Art family art program (currently third Saturdays)
- Leading the monthly Nature Journaling Club (currently third Thursdays)
- Planning and overseeing the Education Conference and Kids’ Corner at the annual Ward World Championship, in cooperation with Events staff
- Co-overseeing one AmeriCorps member as they carry out the annual Student Art Show, in cooperation with the Curator
- Overseeing volunteers working on Education programming, in cooperation with the Volunteer Program Director
- Assisting the Education Coordinator by leading school-aged children during field trips and classroom visits
- Assisting the Education Coordinator with maintenance of Maryland Association for Environmental and Outdoor Education Green Center status, and assisting schools applying for Green School certification
- Oversee interns in the education department
- Assisting the Education Coordinator with tracking department spending
- Other duties as required

**Reporting:**
The Program Coordinator reports to the Education Coordinator and is a member of the Ward Foundation’s Education Committee.

**Qualifications:**

**Requirements:**
- Bachelor’s degree in education, outdoor leadership, or related field, or equivalent experience
- Experience developing and administering public programs, ideally for all ages or school-aged children
- Excellent organizational skills
- Strong written and verbal communication skills
- Experience with public speaking and group management
- Ability to adapt to changing program needs
- Familiarity with the Microsoft suite of programs (Word, PowerPoint, etc.)

**Preferred:**
- Certificate or experience in museum interpretation
- Experience with environmental science education
- Experience overseeing volunteers, interns, or equivalent

**Compensation:**
Wages commensurate with experience, non-FLSA exempt. Employer sponsored benefits available, including but not limited to health and life insurance, and retirement savings.

**How to Apply:**
Please send your resume with cover letter to wardadmin@salisbury.edu with the subject line “Program Coordinator: [your last name]”

Application review will begin November 15, 2021. Position open until filled.

**About the Ward Museum of Wildfowl Art, Salisbury University**
The Ward Museum creates spaces and opportunities for learning about artistic traditions, community heritage, and connections to the natural environment. To learn more about the Ward Museum’s history and programming please visit us online at www.wardmuseum.org or @WardMuseum on social media.

**About the Ward Foundation, Inc.**
The Ward Foundation, Inc. is the nonprofit organization that runs the Ward Museum of Wildfowl Art, Salisbury University. The Ward Foundation is committed to creating an inclusive environment and is proud to be an equal opportunity employer. All qualified applicants will
receive consideration for employment without regard to race, color, religion, gender identity or expression, sexual orientation, disAbility, age, or veteran status.