



Call for Applications

PROGRAM COORDINATOR in EDUCATION

Overview

The Ward Foundation - the nonprofit organization that staffs and operates the Ward Museum of Wildfowl Art, Salisbury University - seeks a full-time Program Coordinator as part of the Education Department. The Program Coordinator primarily plans and carries out extended and informal learning opportunities at the Ward Museum. They are an integral part to carrying out the Ward Museum's mission, creating accessible programming geared toward all ages, and assisting other Ward Foundation staff in infusing education into all aspects of museum programming.

Overseen by the Education Director, 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, adult and youth carving classes, and other programs in development. The Program Coordinator also assists the Education Director 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.

About the Ward Museum of Wildfowl Art, Salisbury University

The Ward Museum's mission is to create spaces and opportunities for learning about artistic traditions, community heritage, and connections to the natural environment. Located in Salisbury, MD, the Ward Museum showcases the talents and legacy of Eastern Shore decoy carvers Lem and Steve Ward, as well as the arts, traditions, and environment of the Delmarva Peninsula. The Ward Museum also hosts the Ward World Championship, our historic international carving competition, every year. To learn more about the Ward Museum's history and programming please visit us online at www.wardmuseum.org or @WardMuseum on social media.

Duties/Roles

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

- Planning and overseeing the following programs:
 - o Regular carving classes for youth and adults, as well as critiques and roundtable discussions with local carvers
 - o Other adult art classes and education opportunities such as in-person and virtual talks and workshops
 - o Drop In Art, the museum's family art program (currently third Saturdays)

- 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
- Acting as the main liaison between the education department and Salisbury University for relevant programs and initiatives
- Co-overseeing one AmeriCorps member as they carry out the annual Student Art Show, in cooperation with the Curator
- Co-overseeing volunteers working on Education programming, in cooperation with the Volunteer Program Director
- Assisting the Education Director by instructing school-aged children during field trips and classroom visits
- Assisting the Education Director with maintenance of Maryland Association for Environmental and Outdoor Education Green Center status, and assisting schools applying for Green School certification
- Overseeing interns in the education department
- Assisting the Education Director with tracking department spending and program attendance
- Other duties as required

Reporting

The Program Coordinator reports to the Education Director and is a member of the Ward Foundation's Education Committee.

Qualifications

Requirements:

- Bachelor's degree, with preference for education, applied anthropology, or other fields relating to the mission of the Ward Museum
- Interest in nature, the arts, and/or local history and traditions
- Experience developing and administering public programs for a variety of ages and audiences
- Experience in a customer service role
- Excellent organizational skills
- Strong written and verbal communication skills
- Experience with public speaking and group management
- Ability to adapt to changing program needs
- Ability to work both independently and as part of a team
- Familiarity with the Microsoft suite of programs (Word, PowerPoint, etc.)

Preferred:

- Certificate or experience in museum interpretation
- Experience with environmental and/or arts education
- Experience overseeing volunteers, interns, or equivalent

Compensation

Wages commensurate with experience, FLSA non-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 June 1, 2022. Position open until filled.

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.