

Museum Immersion Program Coordinator

The Lowell Area Historical Museum is seeking a Program Coordinator to work with the expanding Museum Immersion program. The Museum Immersion program brings third grade classes into the Museum for two full consecutive days. Classes participate in a variety of programs and activities that allow deep learning about Lowell's history. The Program Coordinator will assist Museum staff in facilitating the days spent at the Museum. Schedule is based on scheduled program times. Dates will be: February 12, 13, 15, 16, 20, 21, 2018 from 10:00am-3:00pm.

Duties:

- Assist with the administration of the "Museum Immersion" program at the Lowell Area Historical Museum
- Facilitate program days for each class including leading activities as needed, assisting teachers and students

Desired Qualifications

- Experience with Museum education or elementary teaching
- Ability to attend all program days
- Pleasant and professional manner with strong customer service skills
- Enthusiastic, energetic individual who enjoys working with students and is detail oriented
- Some physical labor involved (setting up tables, sitting on floor, climbing stairs etc.)

Schedule

- This position is a part-time, grant funded position
- Schedule is based on scheduled program times. Dates will be: February 12, 13, 15, 16, 20, 21 2018 10:00am-3:00pm

Salary: \$16.00/hour for the program hours

To apply:

Submit resume and cover letter to:

Lowell Area Historical Museum
Immersion Program
lplank@lowellmuseum.org

Resumes will be reviewed upon receipt. Position open until filled.