

TITLE: Coordinator of Maritime Education and Museum Programs
Full-time, exempt position

REPORTS TO: Director Texas Seaport Museum

Job Responsibilities:

Develops state of the art maritime education programs and tourist services for museum visitors that promote the tall ship ELISSA (1877), the Texas Seaport Museum, 1937 shrimper Santa Maria, and Seagull II. Enhances existing marine biology programs. Works with TSM staff and volunteers to plan, implement, coordinate, and evaluate all educational and public programs at TSM, particularly group school tours and overnight programs. Identifies and develops special events to maximize use of TSM assets. Assists TSM management in financial management and administration of educational programs and special events.

- Coordinates and oversees all aspects of TSM children's overnight program "It's a Sailor's Life."
- Coordinates daily visitor and tourist services, operations, tours, and program activities, including TSM programs for effective visitor outreach.
- Develops, implements and evaluates outreach strategies to promote TSM's educational visitation and programs to meet state educational standards.
- Coordinates all aspects of volunteer and docent interpretive training to meet the diverse audience of the Texas Seaport Museum.
- Serves as high level representative of GHF/TSM at educational programs, conferences and related professional meetings.
- Develops collateral materials and materials relating to tour development that promote the TSM site and vessels.
- Maintains and integrates all scheduling and calendaring for educational programming and visitors services on GHF's network and computers systems.
- Works closely with the assistant director, port captain, captain of the SEAGULL II, and Galveston Island Tours to coordinate activities and management of the 1877 sailing vessel ELISSA, the tour vessel SEAGULL II, and the 1937 shrimp boat SANTA MARIA.
- Performs other duties as assigned by the TSM director.

Qualifications:

EDUCATION: Bachelor's degree in field related to position, preferably with some background in museum education and/or a maritime field of study.

SKILLS: Strong organizational and leadership abilities. Aptitude for working with diverse personalities. Ability to conceive, implement, and maintain original and imaginative educational programs. Must be a self-starter with strong initiative and ability to implement creative ideas. Ability to work with others and accept input and direction. Skillful in use of technology and communication vehicles to be effective with all ages of visitors. Strong writing and speaking abilities.

EXPERIENCE: Minimum two years' experience in teaching, interpretation, and/or program development, preferably in a museum environment. Administrative (particularly budgetary) and public presentation experience helpful.

WORK ENVIRONMENT: GHF is a 501(c)3 non-profit organization formed in 1954 that merged with the Galveston Historical Society created in 1871. The organization owns or manages approximately sixteen properties, vessels, and sites. Our mission is to preserve the architectural, cultural, and maritime history of Galveston Island.

POSITION AVAILABILITY: Position open until filled.

How To Apply:

All resumes and references should be sent to:

W. Dwayne Jones
Executive Director/CEO
Galveston Historical Foundation
502 20th Street
Galveston, TX 77550

dwayne.jones@galvestonhistory.org

Additional Information

Source: <http://www.galvestonhistory.org/about-ghf/job-openings>.