

Museum Education Coordinator (part-time)
Branch Museum of Architecture and Design
2501 Monument Avenue, Richmond, VA 23220
www.branchmuseum.org

The Branch
Museum of Architecture and Design

The Museum Education Coordinator will research and support program activities and work with the Museum Educator and website coordinator in preparation for upcoming educational events. Located on historic Monument Avenue in Richmond, The Branch House and Museum are uniquely situated to promote, identify, and celebrate design that transforms the world we share for the better.

Duties & Responsibilities:

The Museum Education Coordinator reports to the Museum Educator and will aid in organizing, coordinating, planning, and developing educational and public programs for all audiences. Programs will include architecture group tours, lectures, exhibitions, and courses at The Branch Museum. Specific attention will support book talks, short lectures, programs for Richmond Public Schools, and research verification. The coordinator may also be responsible for attending local events, programs, and tours for research and community engagement opportunities. In addition, meetings with our Executive Director, Deputy Director, and other staff are arranged to provide a complete overview of museum operations.

Requirements:

Excellent interpersonal and written communication skills, highly organized, flexible, enthusiastic, and able to work independently and as part of a team. Candidates must demonstrate a proven ability to research information independently, verify factual information, and present that information in written form. This position is best suited for candidates with a background and/or proven interest in art history, art, design, history, architecture, museum studies, American studies, African-American history, and/or education.

Schedule:

The schedule will be 10-15 hours dedicated each week. Evening and weekend hours may be required, depending on the program schedule. Some tasks may require local travel and work off-site.

Salary and Benefits:

This is a part-time position with some remote work available. The part-time position will be responsible for supporting all programming, including adult and children's. The Branch Museum strives to offer a fair and equitable compensation range that is dependent on experience and qualifications. We encourage worthy candidates to apply regardless of age, ethnicity, religion, and sexual preference.

To apply, please send a resume letter by July 31st to info@branchmuseum.org.