



Seward House Museum
Education and Outreach Coordinator

Overview: The **Seward House Museum (SHM)** fosters curiosity and promotes learning by providing an immersive connection with the past. Located in downtown Auburn, NY, the SHM is an anchor institution and a critical economic driver in the vibrant cultural heritage tourism industry.

Position Summary: The **Education and Outreach Coordinator (EOC)** oversees museum activities and coordinates events, tours, lectures, and school programs for diverse groups of residents and visitors, thus playing a major role in promoting an understanding of Auburn's rich diversity, history, and culture. Working closely with the incredible museum collection and primary documentation, the EOC will assist in designing interpretations and programming as well as in cultivating a range of community partnerships and relationships.

The EOC will report to the Director of Education and will work closely with staff and volunteers in implementing the museum's comprehensive education and interpretive plan. Additionally, the EOC is responsible for guiding tours through the galleries, conducting educational activities for museum visitors, and conducting outreach educational programs at off-site locations.

Job Responsibilities:

- Works with the Director of Education to establish education direction, interpretive and programmatic priorities, and implementation of the Education Department's Strategic Focus Areas of the Strategic Plan.
- Under the supervision of the Director of Education, organizes scheduling and communications within the SHM's volunteer program. Assists with creating the Museum's daily, weekly, and monthly schedule of operations.
- Conducts tours of the Seward House Museum to multiple audiences; assists at staffing front desk, as well as for SHM programming and special events.
- Seeks and cultivates a diversity of partnerships with regional school districts, teachers, and peer educational sites for collaboration opportunities.
- Stays abreast of NYS curricular standards and creates grade-appropriate resources for on-site visits, virtual field trips, and as independent classroom activities; enhances the Museum's ongoing contributions to civics and literacy.
- Fosters relationships with diverse community groups and partners; delivers lectures and programming off-site at the discretion of the Director of Education.
- Updates volunteer training manual and interpretive guide; assists with training as instructed by the Director of Education.



- Facilitates and manages field trip and group tour requests, including registration and payment processing.
- Serves as a key liaison with the Auburn Historic Sites Commission's school education programs, fieldtrips, and the Passport to History program.
- Assists the Director of Education with teacher workshops, NYS National History Day, and represents the SHM at such events as the annual Central New York Council for the Social Studies conference.
- Helps plan the SHM's annual summer camp program; maintains and grows youth programming with organizations like the Girl Scouts of America, etc.
- Assists the Director of Education in managing the SHM's internship program, including recruitment, training, and scheduling.
- Researches and identifies potential grant opportunities and supports the Director of Education, and other team members, in grant writing opportunities as directed.
- Performs general administrative and other duties as required.

Qualifications: Demonstrated ability to design and implement engaging educational programs for diverse audiences and to work effectively with colleagues in a team environment, accomplish multiple tasks, solve problems and set priorities. Highly effective written, verbal, and listening communication skills and a demonstrated ability to communicate clearly and professionally. Excellent computer and mobile device literacy. This position requires a positive attitude, a high level of energy and motivation, and the ability to work both independently and as an effective team member.

Bachelor's degree in museum studies, public history, education, communications or related field preferred. Minimum of two years' experience with educational programming in museums, historic sites or similar organizations required. Must be available to work Tuesday–Saturday and occasional evenings/weekends for events.

Compensation & Benefits: This full-time position (40 hours/week) benefits package includes: health insurance and health savings account; life insurance; generous paid time off; 401(k) retirement plan. Starting salary range: **\$44,000 - \$46,000.**

To Apply: Submit your **cover letter, resume, 1–3-page writing sample, and three professional references** to: director@sewardhouse.org by **December 5, 2025. No phone calls please.**

Applicants are encouraged to apply early as candidates will be considered on a rolling basis. All applications are confidential. SHM is an EOE/D/V/M/F employer.