



**Wisconsin Maritime Museum**

**Location:** 75 Maritime Drive, Manitowoc, WI 54220

**Job Title:** Education & Programming Coordinator

**Reports to:** Director of Operations

**Job Type:** Full-time (40 hours per week)

**Compensation:** \$17.50-18.50/hr with full benefits

**Position Description and Expectations:**

Education Coordinator:

- Create educational programs that align with the museum mission, exhibits, and current Wisconsin state teaching standards.
- Perform outreach programming for groups of all ages at venues such as public libraries, community centers, schools, etc.
- Plan and lead field trips and other educational groups that visit the Wisconsin Maritime Museum.
- Work with volunteers and other members of the Engagement Team to staff field trip programming.
- Assist the Collections Manager in establishing a teaching collection and collections policies to expand that collection.

Public Programs Coordinator:

- Coordinate program logistics and provide event support for a diverse and dynamic public programming schedule that caters to all ages and abilities.
- Coordinate and facilitate ongoing monthly and yearly programs: Think & Drink speaker series, USS *Cobia* Birthday Party, Hands on Harbor activity station, Shipwreck Day, and Christmas Tree Ship Day.
- Work with the Development Coordinator to create and maintain member only events.
- Collaborate with the Communications Coordinator and Social Media Coordinator to advertise programs.
- Work with the Development Coordinator to apply for grants that further the Museum's programming and educational goals.

Preferred Experience:

- Demonstrate a track record of increased responsibility in organizing and delivering public and educational programs
- Demonstrate strong organizational and time management skills

- Demonstrate superior written and oral communication skills
- Demonstrate excellent customer service skills
- Demonstrate the ability to work well independently and on a team in a fast-paced environment
- Formal or informal education experience
- Must be an approachable, motivated and self-manager with the ability to communicate to all stakeholders including the board, members, media, visitors, donors, and the local community
- Familiarity with Google Suite and Microsoft programs
- Cash-handling experience
- Ability to work weekends, holidays, and some evenings

Desired Qualifications:

- Degree from an accredited four year institution of higher learning (required)
- Master's degree from an accredited institution of higher learning (preferred)

This job description is intended to convey information essential to understanding the scope of the Education & Public Program Coordinator position and it is not intended to be an exhaustive list of qualifications, duties, or responsibilities associated with the job.

**ABOUT THE MUSEUM**

The Wisconsin Maritime Museum was founded more than 50 years ago as a small submariners' memorial that would recognize Wisconsin's contributions to WWII efforts. Since then, we've grown to be one of the largest maritime museums in the Great Lakes region, with exhibits on shipwrecks, maritime industry, ship models, art and more. The institution is accredited by the American Alliance of Museums.

Our mission is to connect all people with Wisconsin's waterways, by engaging and educating the public about the Great Lakes, Wisconsin's maritime history, Wisconsin's World War II submarines and USS Cobia.

**ABOUT MANITOWOC**

Located along the western shore of Lake Michigan, Manitowoc is a vibrant community of nearly 40,000 residents with a thriving downtown filled with unique restaurants and business. The city is 90 minutes north of Milwaukee and 40 minutes south of Green Bay. Shipbuilding has played a role in Manitowoc's past from the schooners of the 19th century, to the world-class, luxury yachts built by Burger Boat Company of today. Stroll the riverwalk to the lake and watch freighters move tons of materials in and out of our hard working port.

**COMMITMENT TO DIVERSITY, EQUITY, ACCESSIBILITY & INCLUSION**

The Wisconsin Maritime Museum is an equal opportunity employer and does not discriminate based on race, gender identity, age, class, sexuality, religion, ability or national origin. WMM is committed to advancing equity and diversity both in the organization and in the museum field.

We welcome applications from BIPOC (Black, Indigenous, People of Color) candidates, people with disabilities, LGBTQ+ individuals and others with experience in meaningful diversity, equity, inclusion and accessibility engagement.

Don't meet every single requirement? At the Wisconsin Maritime Museum, we are dedicated to building a diverse, inclusive, and authentic workplace, so if you're excited about this role but your experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyways. Let us know in your cover letter how your experience makes you a good fit for us. You may be just the right candidate for this or other roles!

Inquiries and Applications:

Please email questions to [asaldivar@wisconsinmaritime.org](mailto:asaldivar@wisconsinmaritime.org)

Applicants can send resumes to [asaldivar@wisconsinmaritime.org](mailto:asaldivar@wisconsinmaritime.org)