



Museum and Education Coordinator Roles & Responsibilities

Part-time: 26 hours/week (Tue. & Wed.: hours flexible, Thu. & Fri.: 10-4, Sat.: noon-4)
Job includes weekend hours, schedule may be subject to change
Reports directly to Executive Director

The Museum and Education Coordinator manages the day-to-day operations of the Museum, overseeing the collections, and assuring visitors to the Museum have an enjoyable and educational visit. This includes leading tours and imparting knowledge about the Model T and its history.

Staffing, Training, and Financial Responsibilities

- Building a team of volunteers to help with tasks around the Museum.
- Ensuring the Museum has proper coverage for all times during which it is open, filling in for other Museum employees or volunteers who are unable to fulfill their schedule.
- Training volunteers and maintaining ‘best practice’ training materials with the Executive Director.
- Soliciting and tracking visitor statistics and surveys.
- Balancing sales drawer at the end of each shift, preparing daily sales receipts, and assuring they are delivered to the business office.

Facility and Accessions Oversight

- Conducting a daily ‘walk-thru’ to assure Museum spaces are clean and ready for the public prior to opening; vehicles are polished and ready for presentation; and displays are tidy and in good order.
- Overseeing a regular schedule for maintenance and, if necessary, repairs for the Museum’s collections, recruiting qualified volunteers to help when necessary.
- Ensuring the Museum buildings and grounds are kept clean and free of debris, and all Museum equipment is in good working order.

Education and Outreach

In addition to providing exceptional visits; we collect, preserve, and exhibit Model T Ford Era artifacts for future generations to see in our displays and at events. Our mission is to ‘educate people of all ages on the history, lore, and skills needed to maintain the car that put the world on wheels.’ To that end, the Museum and Education Coordinator is also responsible for the following:

Educational Programming

- Conceptualizing seminars and workshops to promote our mission and, with the Executive Director, organizing and hosting the events.
- Developing and updating educational materials that support programming for local schools.

Communications

- Keeping the membership and public informed of Museum activities and events through the Club/Museum’s social media and staying abreast of conversations/posts on the MFTCA’s Forum.
- Writing the “Museum Updates” section for the Vintage Ford magazine.

Homecoming and Special Events

- Serving as the lead staff person for Homecoming and other special Museum events, working closely with the Executive Director to plan and execute all aspects of the events.

Responsibilities performed with and under the direction of the Executive Director

Thoughtfully Growing Our Collection

As a small Museum, we must be conscious of our limited resources – both in space and finances. We must actively solicit funds to keep the Museum vibrant and financially sound and be grateful for all gifts given – while maintaining the ability to deny a gift that does not fit our mission or our current needs. With this in mind, the Museum and Education Coordinator must:

- Be familiar with and work within the assigned Museum budget.
- Assist the Executive Director with fundraising activities.
- Assure donors are enthusiastically thanked and properly recognized for their gift.
- Adhere to the *MTFCA Procedure for Accepting Donations* policy and work with the Accessions Committee when deciding to accept or deny donations.
- Actively participate in cataloging the Museum’s collection as it arrives.
- Work with others to conceptualize, design, and create new displays and exhibits.
- As assigned by the Executive Director, represent the Museum at relevant activities, events, and trainings.
- Find new ways to build on the Museum’s goals and improve our collections and outreach opportunities.

This is a ‘living’ document and may change over time. Part of your responsibility as the Museum and Education Coordinator is to be flexible and able to pivot, adapting to the Museum’s changing atmosphere and needs. There may be other duties assigned that are not recorded here.

What makes you the right person for this job?

1. You enjoy working with people of all ages and are able to communicate effectively with them.
2. You’re comfortable giving presentations to small groups of people.
3. You love old cars and history.
4. You’re a team player who is willing to pitch in whenever and wherever necessary to get the job done.
5. You aren’t satisfied until the job is done and done right.
6. You are highly organized and able to track multiple projects at once.
7. You’re able to work on your own with minimal supervision.
8. You enjoy being part of a small team of committed individuals.
9. You are willing to initiate ideas for continuing the growth of the Museum.
10. You have experience with nonprofit fundraising.
11. You’re always willing to learn new skills, such as driving a Model T.
12. You’re a leader who can also take directions from others.

Interested Candidates Should Submit:

- Resume (include work experience & education)
- Application Statement (detail why you would be the perfect candidate for the job)
- Personal & Professional References
- Salary Expectations

Submit Application and Resume to:

Model T Ford Club of America
Attention: Executive Director
PO Box 996
Richmond IN 47375-0996

Or Email to:

rachel@mtfca.com
with subject line Resume

(No telephone inquiries at this time, please.)

Applications accepted through September 15 or until position is filled.