



The Buffalo History Museum – Education Coordinator

The Buffalo History Museum seeks an Education Coordinator, a key member of the Guest Experience Team. The Education Coordinator leads the education offerings at the Museum; including school tours, homeschool programs, and outreaches in the community. The Education Coordinator also provides support to the Program and Engagement Manager. The Education Coordinator should have experience developing social studies curriculum, have knowledge of current classroom education and museum education theories, and be able to talk to a diverse audience.

Requirements: Enthusiasm for The Buffalo History Museum’s mission and work. Demonstrates excellent interpersonal, persuasive oral and written communication skills. Flexibility and ability to work with people from diverse backgrounds in a fast-paced, team-oriented environment. Physical ability to lift up to 40lbs (chairs, tables, artifacts, and supplies) and are comfortable with manual labor, both indoors and outdoors. Be able to work in a standing position for long periods of time. Proficient in Microsoft Office with experience in database management. All offers of employment will be contingent upon clear results of a thorough background check. Valid, clean driver’s license.

Qualified applicants may e-mail a cover letter and resume in PDF form “LastName_FirstName_EduC19” to Rob deGuehery, Guest Services Coordinator at rdeguehery@buffalohistory.org by Monday, June 28th. No calls, please.