



**JOB TITLE:** Education and Curriculum Specialist  
**EMPLOYMENT CATEGORY:** Part-Time / Non-Exempt (up to 25 hours/week)  
**SALARY RANGE:** \$25 hourly  
**DATE UPDATED:** November 25, 2024  
**REPORTS TO:** Vice President, Education

### **POSITION SUMMARY**

Historic Annapolis, Inc. (HA) is seeking an Education and Curriculum Specialist responsible for the development and implementation of diverse educational programs and curricula that align with national and state of Maryland standards including teacher resources/lesson plans for HA sites, including the Museum of Historic Annapolis, the William Paca House and Garden, the James Brice House, Hoghead, and the Waterfront Warehouse. The Education Specialist will be responsible for researching, developing, implementing, and participating in new and innovative educational programs and activities centered on HA sites' interpretive content and themes. This is an exceptional opportunity to join the team at HA, the leading non-profit preservation and history organization in Annapolis, Maryland at a time when we are growing our impact as storytellers, educators, and advocates for Annapolis's diverse cultural heritage.

### **ABOUT HISTORIC ANNAPOLIS**

The mission of Historic Annapolis is to *Preserve* and *Protect* the historic places, objects, and stories of Maryland's capital city, and provide engaging experiences that *Connect* people to the area's diverse heritage. HA serves as a steward of a dozen historic buildings for the State of Maryland, operates multiple historic house museums, advocates for historic preservation, and is currently engaged in an extensive, state-of-the-art restoration of a National Historic Landmark. For more information, please visit our website at [annapolis.org](http://annapolis.org).

### **MAJOR RESPONSIBILITIES**

- Lead the creation, execution, reporting, and evaluation of all HA education curriculum-based programs. Ensure programs are diverse, accessible, and inclusive, and engage students and visitors of all ages.
- Develop relationships and coordinate programs with museum partner sites, and county, state and local educators, based on topics related to HA's interpretive content and themes.
- Develop State of Maryland K-12 curriculum-aligned school programs, after-school programs, and home-school programs, including teacher lesson plans, pre- and post-visit materials for field trips, and academic resources that support teachers with their classroom learning objectives. Plan and design programs with educational goals, objectives, and methodologies that align with Maryland's state K-12 educational standards.
- Develop educational programs and activities for group tours, homeschoolers, scouting, camps, HA's Footprints program, and other educational programs, including participation in historical costume when required. Conduct program evaluations and surveys to determine success and program adjustments.
- Assist in the training and evaluation of HA paid staff and volunteers on educational best practices and procedures to maximize effectiveness in achieving HA's mission.
- Assist with the development and presentation of special events programming at HA sites (including Annapolis by Candlelight, Maryland Day, Juneteenth, July 4<sup>th</sup>, and a December holiday celebration). Assist with the coordination of the HA Calendar of Events.
- Assist as necessary with the HA Lecture Series, both virtual and in-person.
- Represent the Education Team on several committees, including the HA Educational Advisory Committee and the Chesapeake Crossroads Education Committee.
- Prepare resources geared towards students and educators for HA sites, including worksheets, student and teacher resources, video content, HA website content, virtual field trips, and other educational digital resources.
- Build programs, develop resources, and advance HA's relationships with outside groups, in coordination with the HA Development Department, to advance HA education and outreach goals, including the Smithsonian Affiliates and Associates, other museums, garden clubs, schools, homeschoolers, and scout groups.
- Assist with the identification and acquisition of grant funding for HA Education Programs including grant writing, managing deliverables, tracking funds, and completing reports.
- Provide educational resources and new content to HA's communications team on behalf of the Education Department.

- Participate in all aspects of setup/breakdown and staffing of HA programs and special events as required and as requested.
- Assist with general museum reception and visitor services as needed, maintaining the highest standards of customer service.
- Respond effectively and knowledgeably to visitor questions regarding the organization and its mission, planned programs/events, local tourist information, and HA membership opportunities.

### **DIRECT REPORTS**

- None

### **DESIRED QUALIFICATIONS**

Bachelor's degree in Museum Education, or a related field and prior experience in curriculum development or an equivalent combination of education and experience.

### **Other Qualifications**

- Demonstrated interest in and aptitude for providing high-quality educational content to a diverse general public.
- Excellent customer service abilities, accuracy, enthusiasm, and productive work ethic.
- Effective oral, written, and interpersonal communication skills.
- Demonstrated organizational and time management skills.
- Knowledge of current national and the State of Maryland elementary and secondary academic curriculum and familiarity with inquiry-based approaches to education.
- Demonstrate a desire and ability to function as a team player, including working a flexible schedule, including evenings and weekends, to accommodate the needs of Historic Annapolis.

### **ADDITIONAL INFORMATION**

Historic Annapolis offers sick leave benefits and retirement benefits. While the position is based in our executive offices at Shiplap House (c. 1715) in downtown Annapolis, the work environment is flexible and will fluctuate, to include an office setting, meetings outside the office, outdoor events, and hybrid opportunities. The job is not incredibly physically demanding, but the candidate may need to be on his or her feet for hours at a time during events.

### **EQUAL OPPORTUNITY EMPLOYER**

Historic Annapolis is an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, color, religion, age, sex, marital status, national origin, physical or mental disability, familial status, genetic information, gender identity or expression, sexual orientation, or any other characteristic protected by state or federal law.

Interested applicants should submit a cover letter and resume, including salary requirements, to Mary-Angela Hardwick at [hr@annapolis.org](mailto:hr@annapolis.org) by January 6, 2025.