

Educational Programs Coordinator (Part-time, contract work)

Museums

Hourly rate: \$17

The Mississippi Department of Archives and History seeks an experienced educator to serve as Educational Programs Coordinator at the Two Mississippi Museums. This year-round position coordinates and teaches youth camp programming and supports school, group, teacher, and public programming year-round. The museum's established camp curriculum focuses on primary source analysis, Mississippi history, and museum-based learning.

This is a part-time position of 29 hours per week with a flexible schedule.

Responsibility

The Educational Programs Coordinator teaches the established camp curriculum during spring break, summer, and fall break sessions; prepares instructional materials, primary sources, and classroom spaces; and provides feedback to support ongoing program improvement. The position oversees daily camp operations, including camper check-in and check-out, schedules, materials, activities, and coordination with museum staff. The coordinator also manages camper registration and waitlists, maintains accurate records, and serves as the primary contact for camp families, communicating schedules, policies, requirements, and other important information.

The position supervises and schedules seasonal camp counselors and staff, and assists with staff orientation and training in coordination with the Director of Museum Education. The coordinator ensures staff follows camp policies, museum standards, and established procedures while providing guidance and support throughout each session.

During the remainder of the year, the Educational Programs Coordinator assists with school and group visits, gallery programming, teacher workshops, public programs, and other education team initiatives. The position also helps prepare for upcoming camp sessions by coordinating curriculum materials, staffing, enrollment, schedules, facilities, and program logistics. The successful candidate will be organized, collaborative, and comfortable managing multiple responsibilities while providing engaging, high-quality educational experiences for children, families, and other museum visitors.

Eligibility

The position requires a bachelor's degree in education, history, museum studies, or a related field, or equivalent experience in classroom, camp, or museum education. Candidates must have at least two years of experience teaching or leading youth in grades 3-12 in a classroom, camp, museum, or comparable educational setting. Applicants should demonstrate comfort teaching history content, including the use and interpretation of primary sources, as well as experience supervising or scheduling staff. Strong organizational and written communication skills are required, including the ability to communicate directly and effectively with parents. First Aid and CPR certification is required, or the willingness to obtain certification.

To apply for this position, please use our online Indeed application portal by [following this link](#). Alternatively, you may submit your resume via email directly to Laura Rawson at lrawson@mdah.ms.gov

The Mississippi Department of Archives and History is an equal opportunity employer.