



JOB POSTING

Learning & Engagement Coordinator

About the Senator John Heinz History Center

From the pre-revolutionary drama of the French & Indian War to the legendary match-ups of the Super Steelers, discover 250 years of Pittsburgh history at the Senator John Heinz History Center. An affiliate of the Smithsonian Institution, the History Center is the largest history museum in Pennsylvania with six floors of long-term and changing exhibition space. The History Center's museum system includes the Western Pennsylvania Sports Museum, a dynamic museum-within-a-museum; the Fort Pitt Museum in Point State Park; and Meadowcroft Rockshelter & Historic Village, a National Historic Landmark located in Avella, Pa. in Washington County. The History Center presents the most compelling stories from American history with a Western Pennsylvania connection, all in an interactive environment perfect for visitors of every age.

About the Position

The Heinz History Center, an affiliate of the Smithsonian Institution and the largest history museum in the Commonwealth of Pennsylvania, is currently seeking a full-time Learning and Engagement Coordinator to become part of a dynamic Learning program.

The Learning and Engagement Coordinator will support and assist with all aspects of the History Center's Learning programs especially its school, community, civic and docent programs; this position relies on clear communication skills and engagement with a broad range of external and internal stakeholders. This is an essential position in facilitating, evaluating, and refining on-site, off-site and virtual learning programs, and tour experiences in support of the Heinz History Center's mission, strategic initiatives, and Learning division's goals. Working closely with Learning division staff, this position collaborates with colleagues across the Heinz and Smithsonian Museum systems and external partners across the region, to ensure, promote, and evaluate relevant learning opportunities for audiences.

Specific responsibilities involve organizing the Pennsylvania Region 7 National History Day program, including program administration at the district, regional, state level, and may aid at the national level. This position oversees the successful recruitment, on-boarding and continuing education of learning volunteers/docents and schedules staff and volunteers to successfully facilitate learning opportunities, on-going and specific tasks, events and activities and assist in the maintenance of CRM and volunteer management software.

This is a full-time, salary / non-exempt position reporting to the Director of Learning.

Requirements

- Bachelor's degree in education, museum education or museum studies, history, political science, or other humanities or liberal arts discipline or equivalent experience.
- The ideal candidate will have at least two to four years' experience with demonstrated skills in coordinating and implementing educational programs in an informal or formal learning environment for early learners through to older adults.
- Must possess effective listening and oral communication skills, social-emotional learning awareness, and be able to effectively collaborate and learn with people of all cultures, abilities, and socio-economic backgrounds.
- Maintain a positive approach to problem solving and in executing administrative tasks related to teaching and the institution's mission.
- Be detail-oriented and a self-starter with the ability to use Microsoft Office suite of programs.

The successful candidate will be required to prove that they have received the COVID-19 vaccine or have a valid religious or medical reason not to be vaccinated.

Why Work at the History Center?

- Rewarding, mission-driven work that makes an impact in the community!
- Smithsonian affiliated museum located in Pittsburgh's historic Strip District
- Voted the **#2 history museum in the nation** by the USA Today 10Best Readers' Choice poll – February 2023.
- Voted the Best Museum in Pittsburgh by Pittsburgh Magazine's Reader Poll (2022 & 2023)
- Flexible work schedule
- Full benefits package including medical, dental, and vision insurance
- 403(B) retirement plans
- Paid time off
- Nine (9) paid holidays
- Company paid life insurance / LTD
- Discounts in the Museum Shop and Cafe

Application Process

The History Center is an Equal Opportunity Employer. The History Center celebrates diversity and is committed to treating all applicants & employees fairly based on their abilities, achievements, and experience without regard to race, national origin, sex, age, disability, veteran status, sexual orientation, gender identity or any other classification protected by law.

Minorities encouraged to apply.

Qualified applicants should apply here:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=66746&clientkey=8C418A547E1D3E774FF0277E8175A385>:

Or you should submit a cover letter (including salary requirements and how you learned of our vacancy) and resume to:

Renee Falbo, Director of Human Resources, Senator John Heinz History Center 1212 Smallman Street, Pittsburgh, PA 15222

[-hr@heinzhistorycenter.org](mailto:hr@heinzhistorycenter.org)