****Education Director

Part time – 24 hours per week

## **Job Overview**

The Education Director is responsible for all educational programs and research conducted by Preservation Worcester. Those programs include school and adult programming – fieldtrips, walking tours, illustrated presentations, bus tours and scholarly research.

## **Responsibilities and Duties**

* Coordinates all education programs (scheduling, promotion, evaluation)
* Recruits and trains education docents, holds regular meetings docent meetings, and schedules and supervises docent work
* Conducts and supervises research
* Prepares education grants, oversees education grant projects, completes follow-up requirements as directed by grantor
* Assists with organizational efforts as requested by the Executive Director

## **Qualifications**

* BA or above - preferably in a related field
* Direct education experience and or preservation experience preferred.
* Specific skills – public speaking, research, grant writing, computer skills
* Energetic and self-directed
* Must have driver’s license