



Position

Position

12-10-21

**THE OLD BALDY FOUNDATION, INC.**  
**And Smith Island Museum of History**

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## **EDUCATOR AND COLLECTIONS COORDINATOR**

(Full time, hourly, non exempt position)

**REPORTS TO:** EXECUTIVE DIRECTOR

**POSITION SUMMARY:** Reports directly to the Executive Director, this position is responsible for scheduling and managing guided historic tours, school field trips, and annual educational programs. This position is responsible for maintaining the historic accuracy of all programs, labels, and marketing associated with the Old Baldy Foundation. Curates museum exhibits, audio/visual aids, and archives. Includes scheduled gift shop duties.

### **1. Tours**

- 1.1. Lead Bald Head Island Historic Tour at least three times per week during program season.
- 1.2. Successfully and efficiently use Peek Pro application to schedule tour availability, assign guides, complete reservations, and communicate with patrons.
- 1.3. Solicit, schedule, and facilitate large group tours.
- 1.4. Author tour scripts and regularly review scripts' content to ensure accuracy.
- 1.5. Procure and train volunteers to conduct tours.
- 1.6. Train staff members as substitute tour guides.
- 1.7. Responsible for the cleanliness, maintenance, and safety of the Old Baldy Foundation golf cart. Act as staff liaison with Always Ready Cart Company.
- 1.8. Curate OnCell mobile tour.

### **2. Interpretation**

- 2.1. Ensure all Old Baldy Foundation interpretive materials and programs adhere to the Old Baldy Foundation Interpretive Plan.
- 2.2. Regularly review the Old Baldy Foundation Interpretive Plan to ensure accuracy and consistency with current best practices.
- 2.3. Address historical questions internally and externally.
- 2.4. Contribute scholarly articles to a variety of internal and external publications, including but not limited to *The Keeper's Times*, Website's Blog, and *Island Report*. Delegate scholarly articles to other employees, volunteers, and interns.

### **3. Field Trips**

- 3.1. Serve as staff liaison to the Old Baldy Foundation Field Trip Committee. Facilitate committee's Lighthouse Learners Scholarship Funding selection process.
- 3.2. Annually publish a field trip information packet to be distributed to North Carolina Fourth Grade Classrooms, including, but not limited to, curriculum, sample itinerary, Lighthouse Learners Scholarship Application.
- 3.3. Develop field trip curriculum that adheres to North Carolina 4th Grade Social Studies Standards.
- 3.4. Successfully facilitate all field trips to Old Baldy Lighthouse, including volunteer procurement and training, communicating with Bald Head Island Transportation, curriculum development, and scheduling.

#### **4. Annual Programs**

- 4.1. Develop creative and innovative educational programs that adhere to the Old Baldy Foundation Interpretive Plan in order to foster new audiences.
- 4.2. Facilitate at least eight (8) Historic Happy Hours during each program year. Solicit speakers, including guests from partner institutions. Manage Peek Pro application to schedule Historic Happy Hours and facilitate registrations.
- 4.3. Curate a living history program during annual National Lighthouse Weekend.
- 4.4. Draft script and curate living history program for annual Candlelight Historic Happy Hour.
- 4.5. Facilitate weekly History Hunters Scavenger Hunt between Memorial Day and Labor Day.
- 4.6. Provide logistical support to Old Baldy Foundation annual fundraisers, including, but not limited to, North Carolina Treasures Weekend, National Lighthouse Weekend, Light Up the Holidays Tree Auction, Memorial Day Ceremony, Independence Day Parade, and Home Tour.

#### **5. Collections**

- 5.1. Serve as primary staff liaison to the Old Baldy Foundation Collections Committee. Schedule and facilitate all Collections Committee meetings.
- 5.2. Ensure the organization adheres to the Old Baldy Foundation Collections Management Policy, Collections Management Procedure Manual, and Disaster Plan.
- 5.3. Regularly review the Old Baldy Foundation Collections Management Policy, Collections Management Procedure Manual, and Disaster Plan to ensure practicality and consistency with current best practices.
- 5.4. Responsible for all aspects of registration and documentation of the Old Baldy Foundation collections, including, but not limited to, communicating with donors and completing the legal transfer of new acquisitions.
- 5.5. Responsible for creating and maintaining the accession and documentation records of the Old Baldy Foundation collections. Register all incoming and outgoing loans of artifacts.
- 5.6. Monitors the physical condition and movement of all objects within collections.
- 5.7. Perform provenance research for past and current Old Baldy Foundation collections. Address backlogged accessioned objects.
- 5.8. Perform and supervise the annual collections inventory.
- 5.9. Coordinate with Educator to ensure proper display and documentation of exhibited artifacts.
- 5.10. Train staff members, volunteers, and interns working with collections.
- 5.11. Represent the Old Baldy Foundation in collections development, including work with donors and prospective donors of the collections, the North Carolina Office of State Archaeology, and other repositories.
- 5.12. Continually update and digitize Old Baldy Foundation subject files.
- 5.13. Serve as the librarian of Old Baldy Foundation Reference Collection.

#### **6. Social Media and Marketing**

- 6.1. Assist Development and Special Events Coordinator with uploading history content onto social media calendars.
- 6.2. Create new virtual-learning opportunities for the Old Baldy Foundation's social media platforms, including, but not limited to, live and pre-recorded lectures, interviews with history partners, and on-location tours.
- 6.3. Assist Development and Special Events Coordinator with drafting marketing materials used to promote education programs.
- 6.4. Ensure the historical accuracy of all Old Baldy Foundation marketing materials.

#### **7. Gift Shop (As Scheduled)**

- 7.1. Responsible for opening and closing all facilities, making the facilities ready for visitors by schedule opening time, which includes, but not limited to, simple cleaning, maintenance, restocking inventory, and securing the site.
- 7.2. Responsible for proper handling of cash and operation of Point of Sale as outlined in the policies and procedures manual.
- 7.3. Provide excellent customer service, including orienting guests to the historic site, answering programming questions and historical questions, booking program participants, answering the office phone, and representing the Old Baldy Foundation in a professional manner.
- 7.4. Assist in maintaining the gift shop in an attractive manner, including, but not limited to, regularly stocking merchandise, decorating for special events and holidays, light cleaning, and organization.

All employees will comply with OBF's policies and procedures.

**Requirements**

Bachelors Degree in Education, History, Public History, Museum Studies, or other appropriate concentration.

Working outdoors in a variety of weather conditions

Must be able to climb stairs and lift up to 50 lbs.

Valid North Carolina Driver's License

**Preferred Experience**

Employment or volunteer experience in museum or historic site

Three years customer service experience

**Desired skills**

Excellent Computer Skills

Excellent oral and written communication skills

Ability to multitask in a fast paced environment

Ability to work independently and complete projects

Museum exhibit design

Graphic Design and marketing

**BENEFITS:** 65% of Health Insurance  
Accrues annual vacation and sick leave per personnel policy.  
5 paid holidays each year  
Ferry and parking provided by Old Baldy Foundation