

Winchester Historical Society

Education Coordinator

Position: Three-year grant-funded position, part-time, 20 hours/week,

Reports to: President, Winchester Historical Society

Salary Range: \$32-35/hour, commensurate with experience

Location: Sanborn House, 15 High Street, Winchester, MA 01890

THE WINCHESTER HISTORICAL SOCIETY

At the Winchester Historical Society, we believe history is the backbone of our community—connecting our past to our present and inspiring future generations. Our mission is to preserve and celebrate Winchester's rich, evolving story and actively share it with the public. As proud stewards of the Sanborn House Historical and Cultural Center, we manage this historic estate and open it to the public. We are actively transforming this beautiful property into a lively hub for culture, learning, community gatherings, as well as private events. We are a forward-looking organization dedicated to education, engagement, and preservation, and we are looking for passionate people to help us shape our shared legacy.

POSITION SUMMARY

The Education Coordinator is a new position designed to expand public programming on town history for all members of the Winchester community. The ideal candidate will combine a passion for history and education with strong communication, organizational, and collaborative skills.

KEY RESPONSIBILITIES

Educational Programming

- **School Partnerships:** Work with local schools to develop workshops and internships that connect students with Winchester history.
- **Public Programs and Events:** Plan and execute public history programs, lectures, gallery talks, walking tours, and special events. Collaborate with our Programs Committee and with community organizations to develop and co-sponsor programs.
- **Exhibits:** Work with the Curator to develop exhibits based on the collections of art and artifacts in the collections of the Winchester Historical Society and the Town Archival Center.
- **Research:** Conduct research in the Archives as required to develop programs and online content.

Community Outreach

- Represent the Society on the Town's Collaborative for Winchester History
- Work with the Community & Cultural Engagement Coordinator to develop historical content for community events, *The Black Horse Bulletin*, and other media

REQUIRED QUALIFICATIONS

- BA in History, Museum Studies, Public History, or a related field.
- 2-4 years of relevant experience.
- Proficiency with Microsoft Office Suite and content management systems
- Demonstrated ability to develop and deliver engaging programs for diverse audiences.

- Excellent written and verbal communication skills.
- Strong organizational skills with the ability to manage multiple projects and deadlines.
- Collaborative, self-motivated, and enthusiastic about public history.

WORK ENVIRONMENT & PHYSICAL REQUIREMENTS

The Coordinator works primarily in the Sanborn House Historical & Cultural Center, managed by the Winchester Historical Society. Some evening and weekend availability is required for programs and events. The Sanborn House is an historic building with multiple floors. The candidate must be able to manage stairs.

BENEFITS

Non-exempt position with 4 weeks/year of paid time off

HOW TO APPLY

To apply, please submit the following materials to curator@winchesterhistoricalsociety.org with the subject line "Education Coordinator Application — [Your Name]:"

- Cover letter describing your interest in the position and relevant experience
- Resume or curriculum vitae
- Contact information for three professional references

Application deadline: Applications will be considered as received. The successful candidate will begin work in mid-September or by October 1st.

The Winchester Historical Society is an equal opportunity employer and values diversity in its workforce.