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MARBLE SPRINGS

STATE HISTORIC SITE

*Home of John Sevier*

*Knoxville, Tennessee*

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1220 W. GOV. JOHN SEVIER HWY • MAIL TO: PO BOX 20195, KNOXVILLE, TN 37940 • 865-573-5508 • MARBLESPRINGS@GMAIL.COM • MARBLESPRINGS.NET

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Marble Springs State Historic Site seeks an Education & Programming Coordinator to support the goals and mission of the site by performing duties including but not limited to, engaging with area schools, creating and executing special events, and coordinating volunteers.

**Position Title:** Education & Programming Coordinator

**Location:** Knoxville, TN USA

**Salary Range:** \$13/ Hour (28 hours per week) Wed-Sat: 10am-5pm

Retirement + Match, Sick & Vacation Days, Paid Holidays

### **Job Responsibilities:**

The Education and Programming Coordinator is responsible for coordinating programs and special events and assisting the Executive Director with administrative tasks.

Key Responsibilities will include:

Programming:

- Help develop and implement educational programming including events, tours, and field trips
- Help plan and execute special events and additional projects.
- Assist with marketing, including the preparation of flyers, newspaper ads, and press releases.

Administration:

- Assist in the preparation of bulk mailings.
- Schedule and track facilities use, including rentals.
- Locate and assist in grant writing

Volunteer management:

- Assist with implementation of volunteer recruitment, training, and retention program.

And other responsibilities as needed

### **Minimum Qualifications:**

Bachelor's degree preferred, preferably in history, museum studies, communications, education, or related field



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## **Knowledge, Skills, and Abilities:**

- A positive, personable demeanor; able to relate well with diverse populations/age groups
- Prioritize and manage multiple projects simultaneously, and follow through on issues in a timely manner
- Ability to work independently and as a member of a team
- Keen attention to detail
- Excellent communication skills, strong public speaking skills
- Demonstrated computer skills and management of database systems; this includes development software, spreadsheets, and web applications
- Capacity to exercise sound independent judgment within areas of responsibility
- Social media savvy
- A valid driver's license

## **Physical Demands and Work Environment:**

This position requires the ability to do one or more of the following throughout the day: stand, walk, sit, bend and reach above and below shoulder level. It involves frequent repetitive motion (typing, filing, etc.) This position requires the ability to lift and carry up to 40lbs. The noise level in the work environment is highly variable, from quiet to loud.

## **To apply:**

Send cover letter, resume, and the names and contact information of three references to: [kyled@marblesprings.net](mailto:kyled@marblesprings.net)

Position is available immediately. Applications will be accepted until the position is filled.