



POSITION PROFILES

Museum Educator
Development Coordinator



ABOUT WESTCOTT

While many communities across the country have a variety of cultural institutions, only a few have a Frank Lloyd Wright museum that offers extensive public programming. Located in Springfield, Ohio, Frank Lloyd Wright's Westcott House opened to the public in 2005, following a multimillion-dollar restoration. The Westcott House is Ohio's only Prairie Style house by an architect whom the American Institute of Architects named the greatest American architect of all time.

The Westcott House is the number one cultural tourism attraction in Springfield (ranked by TripAdvisor), and we continue to explore ways to make our tours relevant and accessible to everyone. Our goal is to go beyond a traditional tourism destination and become a hub for community engagement. We believe that our role is to creatively disrupt our field and innovate by pushing the boundaries of what is expected of a small museum like ours. Our public programs are crucial to staying relevant to the community we serve and to ensuring the long-term viability of our organization.

Mission

Our mission is to preserve and interpret Frank Lloyd Wright's Westcott House, promote historic preservation, and to inspire creativity and innovation through architecture and design education.



PAST AND PRESENT

The Westcott House was designed and built between 1906 and 1908. In the early 1940s, the interior and exterior alterations—the conversion of the open floor plan into a multi-unit apartment building—changed the architecture so significantly that it no longer reflected the design intent of its architect. Due to these drastic alterations, the Westcott House remained an undiscovered relic for many years. Through the cooperative efforts of the Frank Lloyd Wright Building Conservancy and the Westcott House Foundation, today the Westcott House is a national treasure recognized for its superb restoration and innovative approach to public engagement.

We offer a variety of programs including guided tours, lectures, exhibitions, design forums, teacher trainings, school programs, and summer camps, among others. We strive to make our museum and programs accessible to everyone. Our community-wide walking, bicycle, youth, and happy hour tours cover diverse geographic, cultural, and economic areas and feature thoughtfully curated content, including the history of middle class neighborhoods and immigrant/ethnic minorities. We reach low-income populations through close collaboration with the Springfield City Schools. We are one of 900 museums nationwide to participate in the Museums for All initiative, through which we offer free admission to families receiving food assistance (SNAP benefits). We are also one of the very few Wright public sites to offer admission-free guided tours to all K-12 and college groups.



ABOUT THE REGION

In Springfield, your contribution to making this community thrive will be recognized and celebrated. By joining the Westcott team, you would also join a larger community of like-minded people who work on a variety of projects to truly make a difference. Springfield offers a low cost of living and a high quality of life. Residents enjoy a rich variety of recreational and cultural offerings in our historic industrial city and surrounding region, including:

- Havens for nature lovers, such as the Little Miami Scenic Bike Trail, Mad River, Glen Helen, and Clifton Gorge;
- Inspiring museums like the Hartman Rock Garden, Gammon House, and the Springfield Museum of Art;
- A vibrant performing arts scene, including the Springfield Symphony Orchestra and the annual Springfield Arts Council's Summer Arts Festival, as well as new music events such as IndieCraft;
- A wide range of dining options: bakeries, family-run restaurants, bistros, and breweries, as well as local food and beverage vendors at the Market at COhatch.

Springfield is home to Wittenberg University, a leading liberal arts institution founded in 1845, and Clark State College, and it is just a quick drive to Yellow Springs, Columbus, Dayton, and Cincinnati. It has an easy access to Interstate 70 and two international airports.



THE OPPORTUNITY

The Westcott House continues to serve our community through its focus on preservation, education, and community engagement. As part of our efforts to ensure relevance and resilience, our organization recently committed to a strategic planning process to refine our direction.

The most consistent recommendation was to grow staff capacity, and a capacity building initiative emerged as the best solution to address this major challenge. This initiative enabled us to seek three new team members to help accomplish what needs to be done today, and to provide the foundation upon which we can build a vital and lasting community institution. An increase from two to five full-time employees will have a transformational effect on our organization, and exponentially increase our community impact.

By hiring three new staff members now we have an opportunity to build a high-functioning team that complements each other's strengths and talents. Working at a unique place like the Westcott House is truly inspiring -- a wonderful opportunity to anyone who values the arts and wishes to have a meaningful and fulfilling career.

We are currently seeking candidates for Museum Educator and Development Coordinator positions.



MUSEUM EDUCATOR

Museum Educator will manage the daily tasks and responsibilities as they relate to the Westcott's efforts to engage the public.

DUTIES

- Develop and carry out Westcott's educational programs, e.g., lectures, family, community workshops, and school programs, etc.
- Contribute to educational research efforts and assist in the development and production of written educational materials
- Help coordinate volunteers and/or docents, and spearhead the training and continuing education opportunities for the volunteer team
- Contribute to the establishment and maintenance of effective partnerships
- Document program evaluations and make recommendations for improvements
- Complete administrative responsibilities related to education programs
- Be willing to learn and remain open to constructive feedback
- Be an excellent communicator and listener with the ability to foster an atmosphere of collaboration and trust
- Work collaboratively with the team to complete other duties as assigned to support overall operations

This is a full-time exempt position with an opportunity to conduct some work remotely; flexible hours including regular public open hours on weekdays and some evenings and weekends. This position reports to the Executive Director. Salary range: \$38,000 - \$45,000 annually.

QUALIFICATIONS

Bachelor's degree in education, art, architecture, museum studies or a closely related field of study. Demonstrated experience teaching at the 3-12 grade level or the equivalent teaching experience in museums. Must have the ability to craft and implement educational programming and have proven experience with educational program assessment and evaluation. Strong administrative, writing, research, and interpersonal skills. Well-organized, detail-oriented, proactive, and self-directed. Experience with public engagement through events and programs highly desirable.

DEVELOPMENT COORDINATOR

Development Coordinator will work in all areas of fundraising, including events, grants, philanthropic research, donor database management, and solicitation.

DUTIES

- Work with the Executive Director, other staff members, Board of Directors, and volunteers to effectively coordinate and execute fundraising and friend-raising events. Ensure that events achieve maximum fundraising potential, community exposure, and effective community relations
- Support Executive Director in securing sponsorships, gifts, and grants in support of Westcott programs and operations. Identify potential support agencies through research
- Participate in relationship building to expand funding support. Assist with scheduling meetings with donors and prospective donors
- Coordinate membership mailings and renewals, events, and other membership initiatives
- Work to strengthen donor and member management through database efficiency; conduct research and develop reports to assist with analysis of funding prospects, trends, and outcomes
- Track development activity on a metrics dashboard, and provide performance reports
- As a Westcott team member, demonstrate positive interpersonal skills that promote open communication and respect for all positions, and contribute to the success of the organization
- Be willing to learn and remain open to constructive feedback
- Be an excellent communicator and listener with the ability to foster an atmosphere of collaboration and trust
- Work collaboratively with the team to complete other duties as assigned to support overall operations

This is a full-time exempt position with an opportunity to conduct some work remotely; flexible hours including regular public open hours on weekdays and some evenings and weekends. This position reports to the Executive Director. Salary range: \$38,000 - \$45,000 annually.

QUALIFICATIONS

Bachelor's degree. Previous experience in a development office desirable. Strong administrative, writing, research, and interpersonal skills. Well-organized, detail-oriented, proactive, and self-directed. Experience with events preferred. Strong collaboration and diplomacy skills, ability to work well with staff, volunteers, and donors. Experience with membership programs, marketing, and promotion desirable.



THANK YOU FOR YOUR INTEREST IN
BECOMING PART OF OUR TEAM!



TO APPLY

Email resume and cover letter to
apply@westcotthouse.org.
Reference position title in subject line.

Resumes of qualified candidates will be referred to
the Executive Director.

NO PHONE CALLS WILL BE ACCEPTED.

Westcott

