

Position: Sales Marketing Coordinator, Education Department

Employment Status: Full Time, Salary, Exempt

Job Summary:

The Education Department at the Houston Museum of Natural Science strives to promote scientific inquiry as a mode of thinking, provide an inspirational learning environment, and engage patrons in the wonders of science.

The Sales Marketing Coordinator of the Education Department promotes field trips, outreach programs, online programs, professional development for educators, adult education programs and museum memberships. Marketing efforts are directed to public, charter and private schools, as well as daycares and adult communities in the Coordinator's assigned territory. The Sales Marketing Coordinator will cultivate relationships with teachers, administrators, daycare providers and adult community directors with the goal to continue the growth of HMNS education programs.

This role is best suited for individuals with interest in science and history and who are enthusiastic, friendly and reliable.

This position reports to the Director of Education Sales and works closely with staff in the Education Sales, Education and Visitor Services Departments.

Essential Duties and Responsibilities:

- Manage outside sales efforts for museum programming in designated territory
- Accomplish assigned sales goals and quotas for field trip and program bookings
- Demonstrate an understanding of the Marketing Coordinator Guidelines manual
- Develop and maintain relationships with representatives of schools, daycares, adult communities and other relevant groups
- Cultivate relationships that result in children, educators and other constituents visiting the Museum or participating in HMNS education programs
- Provide detailed reports of contacts and meetings as directed by supervisor
- Collaborate with Lead Marketing Coordinator for training and coordination
- Other duties as assigned
- Comply with the museum's health and safety protocols

Skills and Experience:

- Well organized and able to prioritize tasks and time
- Clear and concise written correspondence
- People oriented, respectful and friendly
- Enjoys problem-solving
- Flexible, personable and able to multi-task
- Able to work independently as well as part of a team
- Excellent interpersonal and communication skills with an emphasis on creativity
- Comfortable speaking with groups
- Proficient with Microsoft Outlook, Word, Excel, PowerPoint
- Self-motivated with strong interpersonal and time management skills
- Comfortable making cold calls to prospective groups

Qualifications:

- At least one-year teacher experience preferred
- Previous experience in the fields of marketing/sales is desirable

Working Conditions and Physical Demands:

- Able to work some weekends and late events for educational conferences, previews, science nights, and/or marketing events
- Access to reliable vehicle during the workday in order to visit prospective groups and sites
- Able to drive to various schools and communities in assigned areas for appointments with daycare directors, teachers, or administrators
- Ability to lift and move boxes that weigh approximately 40 pounds
- Able to be in both stationary and circulating positions throughout day
- Able to move around museum to visit other offices and exhibitions
- Able to operate a desktop computer

Perks of Working at HMNS Include:

- Medical, dental, vision, and life/disability insurance offered to full-time employees following 60-day waiting period
- 401K plan enrollment available to eligible employees who complete one year of service
- Free individual-level HMNS Membership
- Free admission to museum exhibits, Butterfly Center, Burke Baker Planetarium, Giant Screen Theater and satellite facilities
- Discounted programming including museum summer camp
- Free staff parking

Application Instructions:

Submit resume via email to jobs@hmns.org by March 31, 2026.

No phone calls, please.

HMNS does not respond to inquiries regarding application status.

The Houston Museum of Natural Science is an EEO Employer.

Houston Museum of Natural Science, 5555 Hermann Park Drive, Houston, Texas 77030

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