

## **Job Title: Education & Program Manager (Youth-Adult)**

**Department:** Upcountry History Museum – Furman University

**Reports to:** CEO

**JOB SUMMARY:** The Upcountry History Museum seeks an experienced colleague with a talent for creating original programming, a love of history, and a passion for engaging the public with museum collections, exhibitions and experiences. We value a strong commitment to ethical practices in cultural heritage management, creative thinking, and enthusiasm for collaborative work.

The successful candidate will provide support and leadership for the development, implementation and promotion of the Museum's growing suite of educational programs, including school, adult, and public programming.

Reporting to the CEO and working in partnership with the Education & Program Manager (Youth-Family), the Education & Program Manager (Youth-Adult) provides meaningful, educational opportunities that help the public explore and learn together during regular visitation, off-site initiatives, special programs, and public and private tours.

The Education & Program Manager (Youth-Adult) conceives, develops and implements a diverse portfolio of programming which includes school programs that connect the South Carolina Core Curriculum Standards for STEAM (Science, Technology, Engineering, Arts, and Math) and Social Studies, as well as develops and implements adult and community programming (lectures, classes, events, specialty tours and partnership programs).

The EPM cultivates strategic partnerships with educational and non-profit communities and builds a network of regional educators to increase the Upcountry History Museum's visibility, engagement and impact.

As a member of the Museum's management team, this position works closely with the Education & Program Manager (Youth-Family) and collaborates with a wide range of community organizations and partners. The ERM will be enthusiastic about community outreach, public speaking and making the critical themes of history accessible to the public.

### **Job Responsibilities:**

The Education & Program Manager (Youth – Adult) is responsible for the continued growth, enhancement, and delivery of the Museum's educational programs and initiatives designed for developing and engaging an audience-focused culture. The EPM creates and delivers high-quality educational initiatives that make the Museum's collection, research, and exhibitions meaningful for both museum visitors and the community. The EPM ensures that programs provide opportunities for active engagement that relate to the Museum's mission and fulfill its role of providing an unparalleled cultural and educational experience to a diverse and ever-expanding community.

### **Essential Duties and Responsibilities:**

**A. Education and Programs**

- With the Education & Program Manager (Youth-Family) builds and strengthens partnerships with K-12 schools, home schools, early childhood education providers', community youth groups, and other organizations identified as strategic Museum partners.
- Interprets museum content to develop both standards-based and informal education programming for school groups primarily 6<sup>th</sup> – 12<sup>th</sup> grade, adult groups, and general museum visitors.
- Source, develop, and organize materials for programming activities including documentation of lesson/activity plans.
- Works with marketing team on program publicity, the development of printed and online education materials, and communicating with media sources.
- Develops and implements program evaluation tools to measure and interpret outcomes, program goals and objectives.
- Under the Museum's CEO and in partnership with the Development Department, is Involved occasionally, with fundraising for educational programs, including sponsorship asks and grant applications.
- Develops and administers a diverse slate of adult programming through the identification of themes, audience, and interpretive methods (includes on-and off-site tours, events, workshops, lectures, and more).
- Responsible for coordinating the Museum's American History Book Club & Forum in partnership with CEO, COO and AHBC Committee members. Specific duties include, but are not limited to contacting approved speakers, securing speaker agreements, working with the caterer, marketing and promotion of the events, managing event logistics, maintain AHBC files and information.
- Strengthens, innovates, and assists in leading onsite, offsite, and outreach school programs.
- Assists with developing and implementing programs from start to completion in the context of deadlines, milestones, budgets, and processes. On-site programs, events and established projects of primary responsibility include but are not limited to: Neighborhood Night, Monday Movie Matinee, Friday Flicks, Connections Café, Coffee talks, Lunchbox Learning, History After Dark, Home School Days, Kids Book Club, Veteran's Day, Armed Forces Day, and Member's Only Annual Event. Off-site programs, events and established projects of primary responsibility include: Farmer's Market, Guided Bus Tours, Fall Flavor: An Historic Dining Experience, and special exhibit events/programs.
- Assists in developing and implementing off-site engagement opportunities and partnerships that enhance the Museum's mission and visibility.
- Assists in seeking ways to enhance efficiency and productivity of procedures and people.
- Identifies emerging trends, ideas, and topics in education, history and the cultural arts.
- Serves as the Museum's coordinator for the Smithsonian Secretary Youth Advisory Council, Blue Star Museums, and Smithsonian Museum Day Live.

**B. Marketing**

- Comfortable with public speaking, including television and radio interviews. Often asked to serve as the public face of the Museum.
- Coordinates press releases, e-blasts, and web-site updates.

**C. Other**

- Manage Museum's internship program. Post internship opportunities and liaison with area University Internship Departments. Review applications, interview candidates, provide orientations, supervise interns within the education/program/marketing departments, responsible for evaluations and reviews.
- Assists, when needed with docent training.
- Builds and maintains mutually beneficial relationships with other community organizations, as well as the local education community.
- Represents the Museum to the public, members, and other stakeholders at community events, exhibition openings and other events.
- Attends staff meetings and other internal and external meetings as needed.

**D. Other**

- Assists in developing strategies that grow museum education and the engagement of visitors.
- Maintains a high level of content knowledge of the history of the Upcountry South Carolina.
- Represents the Museum publicly at events and outreach programs.
- Provides front desk/visitor services desk back up and support as needed.
- Participates in the rotation of annual weekend building coverage and education/program coverage.

Performs other duties and responsibilities as directed by the CEO.

The intent of this job classification description is to provide a representative summary of the types of duties and responsibilities that will be required of positions in this classification and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically present in this description.

**Training, Skills, Education, and Experience:**

1. MA in Education, Museum Studies, History or related field preferred.
2. Minimum 3 years' experience in creating and leading informal public education in a museum or similar setting.
3. Minimum three years of experience working with teachers and schools.
4. Knowledge of contemporary educational methods and philosophies, especially for informal learning environments.
5. Ability to speak in front of groups and represent the Museum professionally.
6. Demonstrated experience facilitating learning experiences for audiences of a range of ages and for mixed audiences.
7. Demonstrated experience working with people of diverse racial and ethnic identities, socio-economic backgrounds, gender, and abilities.
8. Proficiency in Microsoft Office 365 (Word, Excel, PowerPoint) and database software.
9. Ability to move a project or assignment through different phases.
10. Ability to work in a fast-paced environment on multiple, varied projects and the flexibility to adapt to changing priorities.
11. Excellent interpersonal and organizational skills, detail-oriented, and ability to follow through.
12. Demonstrable research and writing experience; excellent proof-reading and writing skills.

13. Ability to work both independently and with co-workers, interns, volunteers, and the public professionally and tactfully, and support management decisions and goals in a positive, professional manner.
14. Must be willing to help others succeed and be respectful of deadlines.
15. Possess a valid driver's license and a personal vehicle.

Additional Preferred Qualifications:

1. Experience working in a museum, historical society, special collections library or archives, historic site, or other public history venue.
2. Experience working in collaboration with k-12 teachers.
3. Development of collaborative programming with multiple partners.
4. Curriculum writing for formal and informal environments.
5. Knowledge of the use of social media for informal education.

Personal Qualities:

1. Highly motivated and detail oriented.
2. Outgoing, energetic, self-motivated and passionate about history and culture.
3. Flexible and collaborative personality.
4. Excellent organizational and interpersonal skills, ability to multi-task and follow through.
5. Creative and innovative; and adaptable to changing situations and circumstances.

Work Conditions:

Work is performed under usual office conditions. Some evening and weekend work may be required.

Some standing, walking, bending, frequent use of hands, stooping and light lifting (at least 25 pounds) is needed.

The Upcountry History Museum – Furman University is firmly committed to equal employment opportunities for all persons and is an EEO Affirmative Action Employer.