Director of Education

Description:

The NLM is seeking a Director of Education to oversee our museum education department, which includes our outreach, youth, family, and adult programs. We are looking for someone to not only supervise and lead the current staff, but to also help create and implement the vision for the future for the department. They will work closely with the leadership team to launch new initiatives and grow current programs.

Reports to:
Chief Administrative Officer (CAO)

Hours:
Full time, 40 hours a week. Mon-Fri
Occasional Weekends and Evenings may be required.

Duties & Responsibilities:
- Develop overall goals and vision for the Education department
- Aid in the creation of a diverse set of programs for all ages, ranging from pre-school to adults
- Work with the exhibitions staff to create educational programs and oversee the tailoring of tours to complement temporary exhibits.
- Prepare and manage the Education department’s annual budget
- Collaborate closely with Development in the research and application of grants to support the Education department
- Aid Development in the cultivation of donors for the Young Heroes Outreach Program and our other education programs.
- Help create a strategic plan for the expansion of the Young Heroes Outreach Program
- Recruit and train our growing docent pool and new educators
- Work closely with the current education team and oversee their professional development
- Forge relationships with other like-minded institutions
- Guide our educators on the redesign of our curricula from year to year

Qualifications:
- Master’s degree preferred, Bachelor’s required
- Excellent writing and public speaking abilities
- Understanding of the Philadelphia Arts and Culture scene
- Knowledge of the Philadelphia School Systems
- A background in education preferred
- Proven sales experience
- Understanding of Altru Database preferred
Physical Demands:
The work environment and physical demands and characteristics are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions:

- Physical Demands: Requires some physical activity including sitting/standing, limited lifting and carrying (up to 20 lbs.), up/downstairs
- Work Environment: Work is typically performed in an indoor environment, in museum offices or on museum floor
- Equipment: General office equipment, projector, Smart Board, two-way radio

Work Environment/Office Culture:
We are proud of our Museum family and work each day to create an atmosphere where everyone can contribute their ideas, energy and enthusiasm for the important services we provide to the public. We emphasize working together as a team which is cooperative and supportive of each other, with open communication always.

Our management team is committed to providing an atmosphere of trust and open communication and to listen to and answer any staff questions or concerns. We believe in giving each staff person opportunities to grow and will always promote from within and where possible.

To Apply:
The National Liberty Museum is an Equal Opportunity Employer seeking a diverse workforce. The NLM provides an excellent compensation package. The benefits package includes medical, dental, life & long-term and short-term disability insurance, a voluntary 401(k) program with employer match, paid time off, and an employee assistance plan for transit and dependent care.

We are now interviewing and will continue to do so until we find the ideal candidate. Interested applicants are asked to please forward your 1) resume, and 2) cover letter for immediate consideration to jobs@libertymuseum.org.

We regret we may not be able to respond to all applications. No phone calls, please.