

Fort Monroe Authority Position Description – Educational Programs Manager

Position:	Educational Programs Manager
Department:	Museums, Education and Interpretation (MEI)
FSLA Status:	Full Time, Exempt
Work Conditions:	Office environment in a combination of areas: historic fortress museum building, visitor center, outdoors (40° to 95°). Moderate lifting and ability to climb stairs, walk over uneven ground. 40-hour work week, 8:30 am-5:00 pm M-F; Will require some evening and/or weekend work. Telework or alternate work schedule not authorized.
Reports to:	Director of Museums, Education and Interpretation (MEI)

The Educational Programs Manager is responsible for developing, managing and delivering an annual program of educational programs related to the history of Fort Monroe interpreted throughout the grounds, at the Visitor and Education Center and through the Casemate Museum's exhibits. Programming will include a variety of public and PreK-12 programs, in various formats, including digital and online, that engage audiences of diverse ages, backgrounds, interests and learning styles. The Educational Programs Manager will research and draw upon broader and localized trends in historical and inclusive interpretation both in theory and application to advance the organization's ongoing ability to include multiple lenses in our programming to reach varied audiences. The Educational Program Manager will oversee consistency and accuracy in program messaging, content, and implementation of FMAs interpretive and education programming. In order to meet these objectives, the Educational Program Manager will also work with internal stakeholders and external community partners to develop strategies that support and align programs with local, regional, national and international communities FMA serves.

Responsibilities:

- Manage the research, development, evaluation, and implementation of educational programs, content and tours for diverse audiences independently and with partners, both on and off-site.
- Create, develop and implement educational programs for various audience.
- Coordinate educational tours and programs
- Deliver educational programs and tours
- Work with the Museums' Educations and Interpretation staff to develop a site-wide interpretation plan
- Train MEI staff and volunteers on new and existing, educational programs.
- Collaborate with MEI staff on exhibit development to create innovative and diverse exhibits
- Design and produce supplemental activities and programs that support the FMA education mission
- Develop new visitor experiences to include special tours and programs in coordination with the Visitor Engagement Manager
- Assists Director, MEI in the practical formulation of goals and objectives to support FMA's educational mission
- Collaborate to design educational programs with the National Park Service
- Working with the Director of Communications, create communications, including listings and schedules for educational programs, and contribute to press releases and social media posts to promote programs.
- Supervise additional staff: part-time, grant funded and contracted as well as volunteers.
- Create, develop and implement pre K-12 program offerings that are aligned with the Virginia Standards of Learning and Common Core Standards.
- Cultivate partnerships with the community, especially peer institutions, and pre K-12 and collegiate educators to ensure educational offerings meet the needs of the schools in the

Hampton Roads region, Virginia and the nation and liaise with cultural and educational organizations.

- Formulate and articulate budget requirements to fund educational programs
- In collaboration with MEI and Fort Monroe Foundation staff, prepare Educational Public Program content and research for funding applications, sponsor proposals and grants
- Design and implement programs to be used through various distance learning platforms; conduct educational programs from a live-broadcast studio
- Liaise with Visitor Engagement staff in organizing Educational Program planning and assistance as required
- Manage and deliver offsite Educational Program activities
- Develop and maintain professional networks, attend workshops and professional courses
- Evaluate and assess the effectiveness and impact of programming and outreach efforts to serve the needs of audiences to provide insight for staff and the MEI Director
- Assist MEI staff with the development of assessment and evaluation programs for their areas of responsibility.
- Complete special projects.
- Performs other duties as assigned.

Qualifications:

Education: A Master's in Education, Museum Studies, History or Public History OR a Bachelor's degree with a Teaching Certificate required

Experience: At least five years' experience at a museum, historical site or similar institution working with groups in an informal learning environment required. Experience in education, outreach or public programs preferred.

Or combination of Education and Experience.

At the Fort Monroe Authority, we are committed to creating and sustaining an agency culture affirming and respecting diversity. We aim to recruit, develop and retain talented people from a diverse candidate pool. The Fort Monroe Authority is committed to employing inclusive practices in our daily operations and is proud to be an EEO workplace and employer. All qualified applicants will receive consideration for employment without regard to race, color, age, gender, sex, sexual orientation, gender identity, disability, pregnancy, genetic information, protected veteran status, national origin and religion or any other characteristic protected by law.