

National Museum of American Jewish History
Senior Manager of Education and Interpretation

The National Museum of American Jewish History is seeking a creative, energetic, and detail-oriented Senior Manager of Education and Interpretation to conceive of, develop, and implement curricula, lessons and programs to students and adult audiences of diverse backgrounds. We seek someone with a passion for inquiry-based learning, experience managing staff and volunteers, and a keen sense of how historical stories can be made relevant to our present-day lives. The ideal candidate will be an expert in creating educational content, curricula, and programming as well as familiar with both formal and informal education methods, passionate about museums, and committed to NMAJH's mission.

Reporting to the Chief Curator & Director of Exhibitions and Interpretation, the Senior Manager of Education and Interpretation will join a fantastic team creating and implementing the Museum's educational programming for visitors, school-aged youth and adults, and educators - inside the building, the region, and around the nation. More information about the Museum is available at www.nmajh.org.

Responsibilities

The Senior Manager of Education and Interpretation is responsible for creating, implementing, participating in, and/or supervising many of the Museum's key educational offerings. They will also be part of the team providing group visits, family days, teacher professional development, school outreach, partnership events, and performances. Expect to participate in the Museum's acclaimed National Educators Institute and its related programming as well as cross-departmental projects and planning.

Applicants should be prepared to:

- Lead research, development, writing, and implementation of interpretative materials and programming – as well as manipulatives, diagrams, posters, etc. – for use inside and outside the Museum.
- Take on supervision of staff and mentor/train volunteers.
- Conduct and analyze regular evaluation of all education programs.
- Develop a strategy for increasing the number of educational groups visiting NMAJH and expanding the reach of our offsite offerings.
- Deliver tours and programs to audiences of all ages as needed.
- Present new curricula and programs to staff and docents and provide necessary training.
- Supervise events such as family programming, adult classes, partner and outreach events, overnights.
- Collaborate with staff to increase and improve accessibility of our content to visitors of differing needs, learning styles, viewpoints, and interests.
- Write descriptions for program brochures and online marketing.

Qualifications

- Master's degree preferred; 5-7 years' experience in museums, education, or a related field.
- Proven experience in curriculum and program development for informal and formal educational settings.
- Strong written and verbal communication skills.
- Creative, strategic thinker who loves exploration, experimentation, and play.
- Ability to multi-task, effectively prioritize responsibilities, and complete projects in a timely

manner while maintaining a high level of professionalism.

- Experience managing staff and/or volunteers.
- Excited about people and welcome everyone with a smile.
- Seeker of new challenges as well as new and exciting ways to engage visitors of all ages.
- Open-minded and excited by change, because every day is different at NMAJH.
- Available to periodically work on weekends or evenings, as responsibilities require.
- Proficient in Microsoft Office applications, web browsers, and generally a "quick study" when it comes to technology. Experience with and working knowledge of Adobe Creative Suite, Constant Contact (or comparable contact management system), social media platforms, and basic html are a plus.
- All employees working on the Museum floor and during public events are required to provide or complete background checks and child abuse clearances.

About the Museum

The National Museum of American Jewish History, located on Historic Independence Mall, brings the 360-year history of Jews in America to life. Tracing the stories of how Jewish immigrants became Jewish Americans, the Museum invites visitors of all heritages to share their own stories and reflect on how history and identity shape and are shaped by the American experience. An open door for all, NMAJH honors the past and propels the future by fueling imagination and ideas, culture and community, leadership and service, in ways that turn inspiration into action.

NMAJH offers a comprehensive benefits package. Salary commensurate with experience. We are an equal opportunity employer that is committed to workplace diversity and to providing employment opportunities to all qualified applicants without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, marital status, parental status, or veteran status.

To Apply

Send a cover letter explaining your interest in the position and your resume to: employment@nmajh.org and include "Senior Manager of Education and Interpretation" in the subject line.

Regrettably we cannot respond to individual applicants. NMAJH will contact you if you are a selected candidate. No phone calls, please.