

# VULCAN PARK FOUNDATION

## Job Description

**Position Title:** EDUCATION PROGRAM MANAGER  
**Pay Grade:** EXEMPT  
**Job Status:** SALARIED  
**Reports to:** DIRECTOR OF MUSEUM OPERATIONS  
**Effective Date:** 7/1/2025

### **General Position Summary:**

The Education Program Manager is responsible for the creation and implementation of public and educational programs that strengthen Vulcan Park & Museum's (VPM) engagement and impact in the community. The Education Program Manager will incorporate creative learning strategies to ensure that students, adults, and outreach program participants are engaged and have a welcoming and educational experience. The Education Program Manager also manages the Foundation's volunteer and docent program, ensuring volunteer participation in all facets of Vulcan Park and Museum's programs and events.

### **Essential Functions/Major Responsibilities:**

- Research, develop, and implement onsite, remote, and virtual educational programs for diverse audiences including k-12 students and adults
- Manage and grow Vulcan Park & Museum's student field trip and group tour programs
- Manage implementation and evaluation of museum education programs ensuring they are consistent with State standards, engage diverse audiences with the region's history, and support the Museum's mission
- Manage the Museum's volunteer and docent program, ensuring volunteer participation in the Museum's programs and events
- Work with Marketing Department to develop and implement strategies to actively promote programs to a wide audience with the added goal of developing new audiences
- Work with Development Department on researching funding sources for programs including grants and potential sponsorships
- Collaborate with Curator of Collections and Exhibits on exhibit planning and implementation as well as assist with curatorial tasks as needed; develop programming to enhance and promote exhibits as well as utilize the Museum's collection as a learning tool
- Partner with the Visitor Experience Manager to collect and analyze data related to the visitor experience to evaluate delivery of programs and events
- Other duties as assigned

### **Supervisory Responsibility:**

The Education Program Manager has direct supervision of volunteers, department interns, and contract workers associated with onsite and offsite educational programming.

### **Interpersonal Contacts:**

The Museum Program Manager has both internal and external contacts. The most common internal contacts are with staff, volunteers, and interns. The most frequent external contacts are with students, teachers, and industry peers.

### **Specific Job Skills and Personal Attributes:**

- Effective verbal and written communication skills
- Excellent organizational skills with attention to detail
- Ability to work independently and as a team member with little direction
- Ability to research and organize support materials for educational purposes
- Ability to work with deadlines and with changing priorities
- Ability to communicate effectively across a wide variety of diverse audiences including children, emphasizing excellent customer service
- Creative problem-solver with a positive, results-oriented mindset
- Ability to identify and work with appropriate collaborators from other arts and culture institutions
- Willingness to adapt to flexible schedule and respond to unanticipated staffing needs.
- Interest in local history
- Ability to read, write, and speak English proficiently
- Familiarity with computers and software, including Microsoft Office Suite.

### **Education and Experience:**

- Bachelor's degree from an accredited institution with preference given to candidates with a degree in Education, History, Museum Studies, or Public History
- ***One year's experience in a museum or educational non-profit setting, or classroom setting***

### **Job Conditions:**

This position requires the individual to:

- Work alone and/or as part of a team, work outdoors, and work occasional weekends and/or evenings
- Stand or sit for long periods of time
- Must have ability to lift and carry up to 30 lbs.
- Ability to operate a computer and other office equipment

***\*“All applications must be submitted online. We are unable to accept phone calls or in-person inquiries regarding this position.”***