



THE AMERICAN CIVIL WAR MUSEUM

Mission: The American Civil War Museum explores, inspires, and promotes the public's understanding of the Civil War — its causes, course, and consequences.

Position Title: Manager of Education and Historic Site Interpretation

Status: Full-Time

Salary: \$40,000 p/year

Reports to: Director of Educational Programs and Interpretation

Summary: The Manager of Education and Historic Site Interpretation is responsible for administering student (K-12 and university) programs as well as training and supervising the Museum's Historic Site Interpreters. Duties include developing, scheduling, training, and implementing interpretive programs; planning teacher institutes and workshops; leading meetings of the Teacher Advisory Council; and growing the museum's student audience through outreach and relationship building as well as tracking student group visitation.

The Manager of Education and Historic Site Interpretation will work closely with the Manager of Guest Services and under the supervision of the Director of Programs to help carry out the mission.

The American Civil War Museum offers an excellent benefits package and generous personal time off. We are proud to be an Equal Opportunity Employer committed to diversity and inclusion.

To Apply: Please send a resume and cover letter to Kelly Hancock (khancock@acwm.org)
Applications close on September 2, 2024.

Responsibilities & Duties

- Books and schedule of all youth, student, and educator group programs, including field trips, outreach programs, and educator professional development at all three locations. Staffs programs and collaborates with appropriate internal staff to implement programs.
- Delivers programs using a wide variety of techniques tailored to each audience's age, background, interests, and needs. Facilitates educational and/or interpretive programs about potentially controversial or challenging topics.
- Builds relationships with public school systems, teachers, administrators, and community partners to grow the student group audience; handles the annual mailing, promoting education programs.
- Manages the Teacher Advisory Council by handling recruitment, communications, and setting the agenda for meetings throughout the course of the school year.
- Keeps accurate records of group attendance, maintains the handling collection, and provides regular reports.
- Works with the Director of Programs to train Historic Site Interpreters to give tours of the White House of the Confederacy, the Historic Tredegar Site, and to provide informal history cart programs. Conducts frequent observations, and when needed, facilitates the aforementioned programs.
- Contributes to larger Museum audience research initiatives, including designing, implementing, analyzing, and summarizing tools and data.



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- Maintains current knowledge of best and next practices, trends, and scholarship in museum education, informal learning, and history of the Civil War era and its legacies.
- As needed, represents the museum to professional organizations at conferences and in publications.
- Supports the overall visitor experience of the ACWM by providing exceptional customer service and ensuring that Historic Site Interpreters and Guest Services Associates do the same.
- As other long-term programs or initiatives arise, the duties and responsibilities listed above may increase. Any such additions will be prefaced by conversations regarding expectations and outcomes.

Qualifications Required

- Minimum of a Bachelor's degree in history, education, museum studies, or related field.
- Three years of experience presenting programs at a museum or historic site, or one year of classroom teaching experience, or equivalent experience.
- Knowledge of nineteenth-century American social and Civil War history developed through formal education, professional experience, or personal study.
- Superior verbal and written communication skills.
- Ability to coordinate multiple projects with concurrent deadlines.
- Ability to work both independently and collaboratively.
- Detail oriented, with excellent organizational and customer service skills.
- Ability to travel within Virginia for day and overnight trips, as much as several days a week during peak seasons.
- Competence with Microsoft Office suite and Google Docs suite.
- Work a flexible schedule, including some weekends and evenings.
- Ability to lift up to 40 lbs. on a regular basis with or without reasonable accommodations.

Qualifications Desired

- Demonstrated knowledge of Virginia standards of Learning.
- Demonstrated experience researching, developing, and implementing educational programs and/or lesson plans.
- Demonstrated experience fostering successful community collaborations on a project, and working with multiple stakeholders and/or partners on a project.
- Experience with historical research.
- Experience managing and organizing a reservation process.