

**Title:** School & Youth Programs Manager

**Reports to:** Director of Education

**Status:** Full time, exempt

**Date:** July 27, 2022

**Description:** Create, lead, evaluate, and coordinate K-12 school and youth programs at George Washington's Ferry Farm & Historic Kenmore.

**Duties and Responsibilities:**

- Works as a member of the education team to develop and deliver education programming year round and can lead tours for groups, as needed
- In close collaboration with the Director of Education, coordinate the development, implementation, and evaluation of the museum's public programs for K-12 and youth & family audience (this includes camps, scout programs, and more).
- Manages school tours and youth program registration lists, tracks ticket sales, field trip reservation forms, invoices, incoming receipts, correspondence, and evaluations
- Brainstorms, researches, and develops new educational programs and evaluates the effectiveness of said programs
- Develops and maintains Educator reference materials and resources
- Works with the education director to make connections with schools and teachers in the Fredericksburg area, including public, private, and homeschool groups
- Works with the Manager of Marketing & Communications to ensure that youth programs be publicized on Social Media, the website, fliers/posters/banners, manages the attendee list, and ensures all ticket sales be enabled, tracks ticket sales, etc.
- Works with the education department on all public programs, with an emphasis on the following events: GW's Birthday, July 4 at Ferry Farm, and the Gingerbread Festival

**Minimum Qualifications:**

- Bachelor's Degree in History, Museum Studies, Education, or related field; Master's Degree preferred
- Experience working with children and leading groups
- Experience writing museum programs based on state standards of learning
- Ability to evaluate effectiveness of K-12 programs
- Familiarity with colonial history and 18<sup>th</sup> century material culture
- Demonstrated ability to communicate effectively with teachers and educators
- Comfortable with public speaking
- Ability to work in a team environment
- Ability to work weekends and evenings
- Good attitude, flexibility, and have the ability to adapt quickly

**Application Materials:** In addition to filling out the GWF Employment Form, please attach a resume, and a letter of interest.