

DIRECTOR OF EDUCATION for Wilton House Museum, owned by The National Society of The Colonial Dames of America in the Commonwealth of Virginia. (NSCDA-VA)

## Purpose

Engage broad audiences in Wilton House Museum's history, preservation, collection, and exhibitions. Responsible for developing, implementing, and managing educational programs that further the organization's mission and the public's understanding. Create and implement accessible, audience-orientated guest experiences including site tours, school and youth programming, and mission-based special events. Implement educational priorities identified in the Strategic Plan and evaluate the guest experience and measure the successful achievement of services. The managing and training of volunteer and paid museum guides to implement the above initiatives is essential to the success of the above efforts. The Director of Education is a full-time position contributing to the museum's overall efforts and initiatives, team development, and the achievement of organizational sustainability and excellence. Wilton House Museum is accredited by the American Alliance of Museums. The NSCDA-VA is a non-profit 501(c)3 organization.

## Primary Responsibilities

- Implement the Strategic Plan's Education goals and priorities.
- Coordinate site visitation by individuals and groups with an understanding of each visit as a cultivation opportunity.
- Work collaboratively with volunteers and other departments to create museum events and programs.
- Develop and manage annual and long-range budgets.
- Initiate and set goals for educational programs according to organizational strategic goals.
- Develop thematic and changing museum tours and provide all training and management of the daily guided museum tours.
- Design, develop, and deliver course for the training of museum tour guides as well as on-going tour training.
- Ensure adherences of visitor service best practices, maintain quality assurance of the museum experience, enhance accessibility, and devise evaluation strategies to monitor program performance.
- Volunteer Management: the position involves the hiring, oversight, recruitment, training, evolution, and recognition of museum guides.
- Create and implement youth and school programs curriculum including aligning programs with Standards of Learning.
- Create educational offerings for a broad range of audiences related to the collection as well as temporary exhibitions.
- Build relationships and cultivate strategic partnerships with local educators, schools, outside vendors, consultants, and content experts.
- Actively pursue social, web-based, and emerging channels as a means to engage audiences with historical content, exhibitions, and collection.

## Qualifications / Requirements

- Experience as an educator in a museum or related cultural setting.
- Experience supervising and managing volunteers.
- Experience in and knowledge of educational curriculum.
- Interested in creating educational programs for people of all ages.
- Excellent communication and organizational skills.
- B.S./B.A. in related field; M.A. in museum education preferred.
- Ideal candidate knowledgeable and interested in American history and historic preservation.
- Experience with Microsoft Office Suite and Adobe applications.
- Able to work evenings and weekends.

## Salary

The Director of Education is a full-time salaried position that reports to the Executive Director

- \$34,000
- The NSCDA-VA/Wilton House Museum does not provide health benefits
- Paid holidays and paid vacation time
- Professional Development Budget

Job Type: Full Time/40 Hours a Week/Flexible schedule requiring some weekends and evenings.

Salary: \$34,000 Reports: To the Executive Director

Application: Send resume and letter of interest to [kmackay@wiltonhousemuseum.org](mailto:kmackay@wiltonhousemuseum.org)