



Job Description

Education Manager **40 hrs/week (1.0 FTE)**

The Education Manager is responsible for the development and management of the Willamette Heritage Center's (WHC) educational vision and goals as they relate to exhibits, program planning, outreach efforts, events, and the organizational strategic plan.

Core Responsibilities

Program Development & Implementation

- Develop educational programming and curriculum to sustain the WHC mission while working closely with the curator to incorporate appropriate and accurate material for the WHC Education Program.
- Work with the WHC team to plan and implement programs, activities, camps, classes, and tours for all ages. Including:
Adult programming – lectures, speaker series, textile arts programs, blacksmith classes, tours.
Children's programs – camps, school field trips (primarily 3rd & 4th grade, but other grades as well), homeschool & public-school curriculum development according to state standards, develop hands-on, interactive activities.
Living History Program – including volunteers, demonstrators, and the Teen Interpretive Program (TIP)

WHC Signature Events

- Support accurate, timely, and relative educational components of WHC signature events.
- Actively participate in signature event workgroup meetings (Magic at the Mill, Sheep to Shawl, fundraising events) representing the Education Department.

Outreach

- Represent the WHC at community events and programs.
- Develop and nurture relationships with current and potential educational partners of the WHC such as local cultural organizations, schools, retirement communities, homeschool groups, and libraries.

Fundraising, Budget, and Resources

- Work closely with the Executive Director to determine potential funding sources such as grant writing, sponsorships, donor support, and fee for service programming.
- Manage the department budget to sustain programs.
- Purchase and manage materials and supplies for the programs.
- Maintain Education Collection – costumes, demonstration materials. Liaise with donors and the Museum Advisory Committee, track donations and maintain inventory according to protocols set forth in the Collections Management Policy.

Volunteer Education and Supervision

- Provide leadership, support, supervision, and ongoing educational opportunities for educational volunteers, including, but not limited to docents and interns.
- Schedule and conduct docent trainings.
- Manage docent calendar and scheduling.

Other Duties

- Assigned to enrich the WHC mission and vision for community educational engagement.

Required Skills & Abilities

- Educational training or experience (classroom or informal).
- Organize and prioritize multiple tasks simultaneously.
- Use a computer, Microsoft Office, copy machine and telephone system.
- Interact positively with the public, staff, volunteers, and museum guests.
- Demonstrate self-motivation and oversee projects through completion without direct supervision.
- Occasionally work evenings, weekends, and holidays.
- Work under pressure.
- Effective communication skills, both oral and written.
- Lift/carry up to 20 lbs.
- Use a stepladder.

Employment Terms

- Must pass a criminal background check
- Reports to the Executive Director
- 40 hours per week/Salaried
- Core days: Monday–Friday, with occasional evenings & weekends