



Job Title: Director of Education and Visitor Experience

Organization: Black History Museum & Cultural Center of Virginia

Location: Richmond, Virginia

Position Type: Full-time

Salary: \$51,000-61,000.00

Application Deadline: September 19, 2023

About the Organization:

The Black History Museum & Cultural Center of Virginia is a dynamic institution dedicated to preserving, celebrating, and sharing the rich history and culture of African Americans in the Commonwealth of Virginia. As a hub for education, dialogue, and community engagement, the museum seeks a passionate and innovative Director of Education to lead its efforts in creating impactful educational programming, immersive tours, and meaningful visitor engagement experiences.

Position Overview:

The Director of Education is a key leadership role responsible for shaping and implementing the museum's educational initiatives, ensuring that visitors of all ages and backgrounds have enriching and enlightening experiences that deepen their understanding of African American history, culture, and contributions. The successful candidate will play a pivotal role in driving the museum's mission to educate, inspire, and promote inclusivity through innovative educational strategies.

Responsibilities:

- Educational Program Development:
 - Develop, design, and oversee the creation of engaging educational programs, workshops, and activities that align with the museum's mission and appeal to diverse audiences.
 - Collaborate with curatorial, outreach, and community engagement teams to integrate historical research, artifacts, and narratives into educational offerings.
 - Stay current with trends in education, museum programming, and African American history to ensure the museum's educational offerings remain relevant and impactful.

Museum Tours and Interpretation:

- Oversee the design and implementation of museum tours that provide visitors with enriching and informative experiences.
- Train and manage a team of tour guides/docents, ensuring that they are well-prepared to deliver engaging and accurate tours.
- Develop interpretive materials, multimedia presentations, and interactive experiences that enhance visitors' understanding of the exhibits and artifacts.

- Visitor Engagement:
 - Lead efforts to enhance visitor engagement through interactive exhibits, hands-on activities, and participatory experiences.
 - Develop strategies to measure and enhance visitor satisfaction and learning outcomes.
 - Collaborate with marketing and communications teams to promote educational programs and engage diverse audiences.
- Staff Leadership and Development:
 - Manage and mentor education team members, fostering a collaborative and creative environment that encourages professional growth and excellence.
 - Provide guidance, support, and ongoing training to educators and guides to ensure consistent delivery of high-quality programs and tours.
- Evaluation and Reporting:
 - Establish and monitor key performance indicators to assess the effectiveness and impact of educational initiatives, tours, and visitor engagement efforts.
 - Generate regular reports on program attendance, participant feedback, and other relevant metrics to inform decision-making and strategic planning.
- Budget Management
 - Lead the strategic utilization and fiscal management of the education budget, ensuring education expenditures create the highest ROI for educational programs and services.
 - Create budget for educational programming, ensuring sustainability and growth of the educational program.

Qualifications:

- A Bachelor's degree in education (Master's degree preferred), Museum Studies, History, African American Studies/Literature or a related field (or equivalent work experience) is required. The candidate should possess a strong academic foundation to guide the development of educational programs that are both informed and engaging.
- In-depth knowledge of Virginia's Black history, including its significant historical events, key figures, and contributions, is essential. The candidate should be well-versed in the unique African American narratives and experiences that have shaped the state's history and culture.
- A deep appreciation for the interpretive arts and their role in conveying complex historical stories is crucial. The candidate should understand how to utilize various interpretive techniques, such as storytelling, immersive experiences, and multimedia presentations, to engage visitors and bring history to life.
- A solid understanding of the African influence on African American art, music, literature, and culture is vital. The candidate should be able to effectively communicate these influences to diverse audiences and the connectivity to the continuum of societal/social justice changes regarding diversity and inclusion.
- Excellent communication skills, both written and verbal, are necessary to effectively convey historical information, concepts, and narratives to a wide range of audiences. The candidate should be able to adapt their communication style as needed to engage visitors, students, scholars, families, and community members.
- Demonstrated experience in curriculum development, program design, and educational assessment is required. The candidate should have a track record of creating educational experiences that are intellectually stimulating, culturally sensitive, and tailored to the needs of various age groups and backgrounds.
- Proven ability to lead and manage teams, as well as collaborate with diverse stakeholders through community engagement. It is essential that the candidate should be able to foster a collaborative and inclusive work environment that encourages creativity, teamwork, and professional growth among education department staff and volunteers.
- Strong interpersonal skills are crucial for building partnerships with schools, universities, community organizations, and cultural institutions. The candidate should be able to engage with external partners, volunteers, and visitors in a positive and impactful manner.

- Proficiency in using educational technology, multimedia tools, and digital platforms is important for creating interactive and engaging educational experiences. The candidate should be comfortable incorporating technology into educational programs.
- A commitment to cultural sensitivity, inclusivity, and equitable educational practices is required. The candidate should understand the importance of creating educational experiences that resonate with and represent diverse audiences.
- Flexibility to work weekends, evenings, special events, and tabling events is necessary. The candidate should be adaptable to the varying schedules and demands of museum operations and visitor engagement.

Application Instructions:

Interested candidates are invited to submit a resume, cover letter, and references to sgullettewarren@blackhistorymuseum.org by September 19, 2023. Please include "Director of Education and Visitor Experience Application" in the subject line. The Black History Museum & Cultural Center of Virginia is an equal opportunity employer and encourages individuals from diverse backgrounds to apply. The selected candidate will have the opportunity to maximize benefits with our health insurance stipend, offering coverage contributions for health, dental, vision, disability and life insurance premiums.