



## Education Manager Job Announcement

**Reports to:** Director, Museum & Education

**Location:** D&L Main Office – 2750 Hugh Moore Park Road, Easton, PA 18042

**Term of employment:** Full- Time Exempt

**Salary range:** \$40,000-45,000

**Start Date:** October 1, 2019

The Delaware & Lehigh National Heritage Corridor (D&L) is seeking an experienced and enthusiastic individual to provide creative leadership for the D&L's education program. The D&L currently offers several education programs for schools including the Tales of the Towpath 4<sup>th</sup> grade curriculum taught in over 70 schools, field trips in Hugh Moore Park (Easton) and at the Freemansburg Canal Education Center, and a soon to be released Cultural Ecology curriculum for high school. Through the National Canal Museum, the D&L also offers a variety of educational programs for adults and children (walks, lectures, tours, etc.) with the goal of increasing awareness of the region's nationally significant transportation and industrial history. The Education Manager is responsible for overseeing all aspects of the education program for schools, groups, and individuals. He/she will prepare content, interpretive materials, and program logistics by applying their knowledge of educational theory and learning styles. He/she will lead a team of paid and volunteer educators to deliver high-quality field trips and other activities. The position is a full-time role (40 hours per week, M-F) based at the D&L office in Easton. Some off-site work and evenings/weekends is required.

### **RESPONSIBILITIES (including but not limited to):**

- Leads in the development, implementation and evaluation of dynamic education programs for diverse audiences, which fit within and promote the D&L's mission and vision.
- Supports the use of D&L curricula in schools by developing relationships with teachers and administrators and by facilitating teacher training workshops.
- Works closely with museum staff on the development of exhibition-related educational material and programs.
- Works with communications staff on program publicity, including the drafting and development of all printed and online education materials.
- Oversees the training, supervision and retention of education volunteers and staff and assists with the training of museum docents.

- Oversees the collection of program statistics for all education-related activities and reports them as required.
- Develops and implements program evaluation tools to measure and interpret outcomes, program goals and objectives.
- Plays a key role in fundraising for educational programs, including drafting narratives and program budgets for grant proposals and reporting on the use of funds.
- Assists with budget preparation by collecting data regularly to support budget and program development.
- Builds and maintains mutually beneficial partnerships with other cultural and community organizations.
- Represents the D&L to the public, members, and other stakeholders at community events, exhibition openings and other events.
- Other duties as assigned.

### **Qualifications and Skills**

- Bachelor's degree in Education, Museum Studies, History or a related field required; Masters's degree or other postgraduate certification preferred
- Minimum of two years of experience designing and implementing educational programs; previous experience in museum education is preferred
- Experience working with teachers and schools; classroom teaching experience is desired
- Ability to speak to groups of varying ages and educational experience such as elementary school children, high-school students, and adult and university groups
- Proven experience in supervisory and project management
- Familiarity with contemporary educational methods and philosophies, especially for informal learning environments
- Knowledge and/or interest in the industrial history of the region covered by the Delaware & Lehigh National Heritage Corridor
- Excellent customer service and interpersonal skills
- Strong planning, organizational and problem-solving skills
- Excellent verbal and written communication skills
- Ability to work independently and as part of a team
- A strong attention to detail
- Ability to work a flexible schedule, including some weekends and evenings as necessary

### **Physical Demands**

Work requires a variety of physical activity including walking, bending, and lifting a minimum of 25lbs. Reasonable accommodations will be made to enable individuals with disabilities to perform essential functions.

### **Work Environment**

Job duties require working both indoors and outdoors. Outdoor work is largely in the spring and fall during field trips. The noise level in the work environment is usually moderate.

## **Organizational Background**

The Delaware & Lehigh National Heritage Corridor (D&L), a non-profit organization, preserves the historic pathway that carried coal and iron from Wilkes-Barre to Bristol. Today, the Corridor and 165 miles of D&L Trail are a vital connection to industrial heritage, economic development, nature and environment, health and wellness. The D&L creates connections through important programs, including the National Canal Museum, Tales of the Towpath Curriculum, Trail Towns, Trail Tenders, Trail Patrol, Lehigh Valley Greenways, and Get Your Tail on the Trail. Find out more about the work we do by visiting [www.delawareandlehigh.org](http://www.delawareandlehigh.org) and [www.canals.org](http://www.canals.org).

## **How to Apply:**

Please send a cover letter, resume, and a writing sample via e-mail with the subject line "Education Manager Position" to [finance@delawareandlehigh.org](mailto:finance@delawareandlehigh.org). The writing sample should be no more than five pages and should have an education focus.

*The Delaware & Lehigh National Heritage Corridor, Inc. (D&L) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the D&L organization complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*