



OPEN POSITION ANNOUNCEMENT

Title of the position:	Museum Education Manager
Location:	Delaware & Lehigh National Heritage Corridor Headquarters/ National Canal Museum Office at 2750 Hugh Moore Park Road Easton, PA 18042 <i>Remote work for meetings and programs throughout Corridor as needed</i>
Reports to:	Director of Museum & Archives
Type/Term of employment:	Full- Time, Exempt, Salaried
Compensation:	\$55,000-60,000 plus benefits

How to Apply: Applications will be reviewed after the posting has been active for three weeks and the position will remain open until filled. Applications should be submitted at <https://delawareandlehigh.org/about/team/> under Employment Opportunities.

Delaware & Lehigh National Heritage Corridor (DLNHC) helps residents of the Corridor connect with our area's rich industrial heritage and stunning natural environment. Our work empowers residents of Bucks, Northampton, Lehigh, Carbon and Luzerne counties not just to *live* in their communities, but to invest in them and become stewards of their natural and historic resources. Through education, conservation, historic preservation, and economic development, we enrich our community now and preserve the environment and heritage for future generations of residents and visitors.

Summary:

The Delaware & Lehigh National Heritage Corridor (DLNHC) is seeking an experienced and enthusiastic **Museum Education Manager** to provide strategic leadership and hands-on oversight of the organization's museum-based education and outreach programs. This role guides the development, coordination, and evaluation of a diverse portfolio of educational offerings, including interactive museum experiences, public programs, and community initiatives.

The Museum Education Manager is an active participant in designing and implementing in-museum interactives and visitor experiences, ensuring programs are engaging, accessible, and aligned with best practices in informal learning and educational theory. This role also includes creating interpretive materials, planning program logistics, and supporting both on-site and digital engagement opportunities.

DLNHC currently offers a range of education programs, including:

- Field trips and interactive experiences at the National Canal Museum in Hugh Moore Park in Easton.
- Exhibits and interpretive programs inspired by DLNHC's history and cultural resources.
- Trail-based programs currently in development.
- An upcoming middle school curriculum inspired by DLNHC's new graphic novel *Low Bridge, Everybody Down: The Life and Times of Jimmy Brown*.

In addition, DLNHC provides public education opportunities for children and adults, such as guided museum walks, lectures, tours, and community programs, designed to increase understanding and appreciation of the region's nationally significant transportation and industrial history.

The Museum Education Manager oversees a team of paid and volunteer educators, providing training, guidance, and supervision to ensure the delivery of high-quality museum programs and interactive experiences. The position also collaborates with colleagues across the organization to expand engagement with remote audiences through digital educational resources.

This is a full-time (40 hours per week) exempt position based at the DLNHC office in Easton. The role includes participation in museum-based programs and interactive experiences, as well as occasional off-site outreach activities, such as tabling events, the D&L RaceFest in November, museum fundraisers, and similar community events. Evening and weekend work may also be required.

Key Tasks and Responsibilities:

Program Development and Management (60%)

- Lead the design, implementation, and evaluation of in-person and digital education programs for diverse audiences.
- Oversee the planning and delivery of field trips, curriculum-based programs, and educator resources.
- Oversee the recruitment, training, scheduling, and supervision of part-time educators, seasonal staff, and volunteers, providing guidance and support to ensure effective program delivery.
- Collaborate with the Museum Education and Collections department to develop interpretive materials and exhibition-related educational programs.
- Develop museum-based interactives, hands-on activities for school groups, families, and general audiences that enhance visitor learning experiences.
- Ensure programs align with learning design approaches and, where relevant, with national and state education standards.
- Collect and analyze program data, implement evaluation tools, and adjust programming based on feedback to ensure continuous improvement.
- Support budget preparation and fundraising efforts, including grant proposals and reporting on funded educational activities.
- Work with the communications team to promote educational programs through print, digital, and social media channels.

School, Youth, and Community Engagement (40%)

- Support outreach and engagement efforts with schools, educators, youth organizations, and community partners to increase museum accessibility and relevance.
- Build and maintain collaborative partnerships with cultural, educational, and community organizations.
- Represent the museum at community events, exhibition openings, and other public programs with professionalism.
- Facilitate continuous learning, evaluation, and feedback of programs by implementing structured assessment and improvement processes.
- Build and maintain collaborative partnerships with cultural, educational, and community organizations.
- Participate in monthly staff meetings and the annual full-day staff retreat.
- Perform other duties as assigned.

Qualifications and Skills

Educational Background

- Bachelor's degree in Museum Studies, History, Education, or related field required.
- Demonstrated interest in history, particularly local or industrial history, and enthusiasm for place-based education in cultural environments.

Professional Experience

- Minimum of 5 years of experience developing, designing, leading, and/or evaluating educational programs, with preference for museum education or informal learning environments.
- Experience working with schools, teachers, and diverse audiences.
- Experience developing interactive interpretive materials for the public, including exhibits, signage, or related resources, strongly preferred.
- Proven experience recruiting, hiring, supervising, and supporting part-time educators, seasonal staff, and volunteers.
- Experience using digital technologies to engage online audiences, with a willingness to learn and implement new tools.
- Multimedia development or educational writing/editing experience in print or web-based publishing.

Knowledge and Skills

- Strong understanding of learning theory and pedagogy across ages for informal learning environments.
- Excellent project management, organizational, and leadership skills with high attention to detail.
- Ability to manage multiple projects under deadlines in a dynamic environment.
- Proven ability to design and implement educational programs, particularly ticketed or revenue-generating experiences.
- Strong public speaking and presentation development skills.
- Familiarity with content and learning management systems and project management tools.
- Proficiency in Office Suite, Google Suite, and Adobe Creative Suite; Intuit QuickBooks experience desired.
- Strong communication, collaboration, and interpersonal skills; ability to work with individuals and groups at all levels.
- Deep understanding of visitor engagement theory and best practices, including familiarity with current research and emerging technologies that enhance learning in museum environments.

- Exceptional writing ability, with the capacity to communicate complex ideas in clear, compelling, and accessible ways across multiple platforms for diverse audiences; demonstrated strength in editing and content refinement.
- Ability to work independently and collaboratively, including flexible scheduling for evenings and weekends.
- Valid driver's license required.

Physical Demands: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.* Work requires a variety of physical activities including standing, walking, and sitting for extended periods; bending, kneeling, climbing, reaching, and lifting minimum of 25 lbs. as needed. The employee is required to use hands to feel and handle objects, keyboarding, supply handling, and manipulating activities. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception to observe learning space, view field trip activities, and use a computer. Speech abilities required for heavy communication with staff, children and adult public. Hearing required for face-to-face and telephone conversations with staff and public. The position requires the ability to work during non-standard hours when the need arises.

Work Environment: *The work environment described here is representative of that encountered by the employee while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.* Job duties require working in an office setting, an outdoor environment (at times in high heat, humidity, cold and/or precipitation), and occasional off-site meetings. Outdoor work is largely in the spring and fall during field trips but may also occur in other months in support of trail-related programming. On occasion, job duties may require dressing in period clothing representing the canal operation era. The noise level in the office environment is usually moderate due to the open office layout with a high level of activity on phones, computers, and printers. The noise level in the office environment is usually moderate due to open office layout with a high level of activity on phones, computers, and printers.

Benefits: Full-time employment benefits include paid holidays, paid vacations, paid personal days, Social Security, Unemployment Compensation Insurance, Workers' Compensation Insurance, funeral (bereavement) leave, various types of leave of absences, health and disability insurance, participation in the DLNHC 403(b) retirement plan, paid nature time, employment term DLNHC membership benefits, branded clothing, and opportunity to use DLNHC outdoor recreation supplies.

Background: Delaware & Lehigh National Heritage Corridor (DLNHC) preserves the historic pathway that carried anthracite coal and iron from Wilkes-Barre to Bristol, PA. The organization was established by Congress in 1988 to celebrate our nationally significant story centered on the transport of anthracite coal from the mines of Luzerne and Carbon County to the markets in the Lehigh Valley and Philadelphia (via Bucks County). The D&L Trail is a multi-use trail spanning over 165 miles from the mountains of northeast Pennsylvania, along rivers and through the Lehigh Valley and Bucks County. In 2017, DLNHC merged with the National Canal Museum to incorporate the archives, museum, canal boat and educational programs into preservation and education efforts. Today, we are an American Alliance of Museums (AAM) accredited Smithsonian Affiliate and an organization with the ability to connect people to unique experiences in nature and the

environment, community and economic impact, health and recreation, history, preservation, and education. Find out more about the work we do by visiting www.delawareandlehigh.org and www.canals.org.

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Delaware & Lehigh National Heritage Corridor, Inc. (DLNHC) 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 DLNHC 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.