



## JOB DESCRIPTION

### EDUCATION AND COMMUNITY PROGRAM DIRECTOR

**Department:** Jewish Museum Milwaukee (JMM)

**Reports to:** JMM Executive Director

**FLSA Status:** Exempt

**Work Status:** Full time

**Salary Range:** \$60,000 – \$70,000

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The Jewish Museum Milwaukee (JMM), located on the bluffs overlooking Lake Michigan in the vibrant and diverse Lower Eastside of Milwaukee and steps from the dynamic downtown, has an opening for an experienced, innovative and energetic Education and Community Program Director to become part of a dynamic and high impact museum team.

The Museum, a program of the Milwaukee Jewish Federation (MJF), tells the story of the Jews through the lens of Southeastern Wisconsin. Its vision statement is to build bridges with diverse communities with shared histories and to use Jewish history, culture, and values to explore contemporary issues of importance. JMM is on a growth trajectory and on good financial footing.

The Museum has a permanent exhibit, 3 special exhibits per year, 40+ exhibit-related programs, 2 ongoing virtual series, a virtual museum, an active archive and educates over 3000 school children per year. As a member of the team, the Education and Community Program Director sets the vision, writes the curricula, and implements school, teacher, and senior programming, oversees an active docent corps, develops meaningful community partnerships, participates in community program brainstorming, and through the Museum Administrative Coordinator implements the community programming.

#### Summary/Objective

Under the supervision of the Executive Director, the Education and Community Program Director ("Education Director") is responsible for the research, development, and implementation of innovative educational and community programming for broad and diverse audiences presented in various live and on-line formats. The Education Director plays a vital role in sharing the Jewish story and the life lessons it brings, building bridges between diverse groups with shared histories, and exploring contemporary events through the lens of Jewish history, arts and values to contemplate current events and issues. This position plays a critical role through developing and implementing school tours and curriculum, senior activities through the Spark! initiative, family activities, and community programs. The Education Director is also a key member of the Museum team and has significant input into our short and long-range plans.

1. Participates in grant writing and fund development in support of educational programs. Tracks and reports on data for funder reports.
2. Develops and coordinates outreach to schools and to Jewish and non-Jewish communities, with an eye on developing lasting relationships.
3. Expands volunteer docent base, develops training materials, and increases usage of the Museum facilities.
4. Acts as one of the public faces for community programs including introducing and interviewing presenters. As part of the team, identifies programs and speakers for the Museum's ongoing and exhibit-related programs.

5. Provides oversight of tour and community speaker booking processes.
6. Interviews and/or presents virtual programs for Museum ongoing series including Arti Facts and Conversation Starters.
7. Develops summer and/or after school intensives that meet community needs and goals, especially for at-risk youth

### **Essential Functions**

- Provides leadership for Museum's educational and community programs vision that fits with our mission and, where appropriate, the community's funding priorities while considering the funding landscape when planning.
- Develops a long-term and annual plan for educational and community programs. Assists with budget preparation and allocation of resources for educational programs and activities.
- Plans, implements, and supervises school-based programs and partnerships, including the development of relationships with teachers, school directors and administrators in both the public and parochial sectors. Maintains knowledge of and develops curricula to meet federal and state standards.
- Creates and implements in service teacher training for the permeant and specific special exhibits.
- Participates in exhibit development process working closely with curatorial and design teams to develop interpretative materials and visitor experience.
- Represents the Museum in educational settings, at conferences, and in the community at large.
- Recruits, trains, coordinates and supervises docents, ensuring an engaged and effective core team of regular volunteers. Develops training materials for each special exhibit and, with the curator, trains the docents. Develops a core team of docents capable of digital delivery.
- Working with graphic designers and museum staff, develops educational and public programming marketing materials and outreach targets.
- Serves as staff to the Education Committee of the Board, utilizing their skills and passion
- Provides oversight of group and school sales and tour payment process. Follows up with past due accounts.
- Provides oversight of the educational materials collection, including review, maintenance and cataloging of objects in the collection.
- Works closely with Holocaust Education Resource Center to deliver program content for statewide school groups, including virtual programs.
- Initiates partnerships with other cultural, educational and social justice institutions to deliver cutting edge and impactful programming.
- Keeps the educational community informed of programs through regular outreach and relationship building. .
- Develops educational materials that comply with museum curricula, special exhibits, and state standards when appropriate. These may include but are not limited to: educators' guides and packets, family guides, special brochures, web-based materials, blogs and articles for the newsletter.
- Develops, updates, and maintains various community outreach programs.
- Oversee the SPARK! initiative for people with memory loss, partnering with Ovation and incorporating other senior communities.
- Acts as the lead for a robust intern program, which trains college students and other volunteers in archival, research, educational and marketing skills.
- Tracks website visits to the Virtual Museum. Expands the website as usage and funding dictate.

- Maintains familiarity with the archives in order to utilize in programming and presentations.

#### **Additional Functions**

- Generates and effectively deploys assessment and evaluation strategies for museum programs and educational content.
- Provides input into general museum planning and development.
- Writes program descriptions for newsletters, announcements, blogs flyers, etc.
- Participates in departmental meetings and collaborates with other staff members in long-range planning.
- Acts as back-up for all social media, website and e-newsletter content and technical knowledge.
- Works programs including set-up, technology needs, check-in and greeting.
- Attends Exhibit and Special Exhibit Committee meetings.
- Conducts tours for the general public and donors.
- With the team, stewards donors, members and partners.
- Attends community events outside of normal working hours.
- Other projects as assigned.

#### **Qualification**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Required Education and Experience**

- Bachelor's Degree Judaic Studies, History or Education. Master's degree in a relevant field highly preferred.
- 3-5 years of informal educational experience, preferably in a museum.

#### **Required Skills/Abilities**

- Judaic and broad-based historical knowledge required, visual art knowledge a plus.
- Ability to create at least three curriculums a year, based on original research.
- Ability to use independent judgment and to manage and impart information to a range of clientele and/or media sources.
- Ability to develop and present educational programs and public presentations.
- Knowledge and understanding of museum's goals and objectives.
- Ability to recruit, train, supervise, and motivate volunteers and interns.
- Strong interpersonal and communication skills and the ability to create partnerships and work effectively with a wide range of community constituencies.
- Strong writing and presentation skills. Ability to create, compose and edit written materials.
- Ability to make connections between historical events and relevant issues of today.
- Ability to work evenings and Sundays.
- Proficient knowledge of Microsoft Word, Excel, Outlook, Power Point, social media sites, and web design.
- Broad knowledge of and experience in best practices in museum education.
- Knowledge of digital-based programming platforms including Zoom, Teams, websites, and digitally assisted interactives to enhance learning objectives.

### **Supervisory Responsibility**

- This position manages the docent and college intern programs.

### **Hours and Benefits**

Typical office hours are Monday-Thursday, 8 am-5 pm, and Friday, 8 am-3 pm. This work is majority in-person, with remote option available 1-2 days per week. Periodic evening and Sunday hours and occasional attendance at offsite meetings and events will be required.

This position is eligible for 15 vacation days and 7 personal days annually. In addition, JMM observes federal holidays as well as Jewish holidays that prohibit work, typically adding between 11 -17 additional paid days off annually depending on the Hebrew calendar. Other benefits include medical, dental and vision insurance, employee assistance program, paid parental leave, health savings and flexible spending accounts, short- and long-term disability, life insurance, and 401K plan.

### **Work Environment and Physical Demands**

This job operates in a professional environment with pleasant working conditions, good lighting and ventilation and moderate noise level. There will be frequent computer usage which will require arm and hand dexterity as well as all vision abilities to be successful. The ability to speak and hear is required. Must be able to lift and/or move up to 15-20 pounds, usually waist high.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required to perform the job. Duties, responsibilities and activities may change at any time with or without notice.

### **Equal Employment Opportunity (EEO)**

The Jewish Museum Milwaukee and Milwaukee Jewish Federation provide equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws.

### **To Apply**

To be considered for this position, please submit a cover letter, resume and contact information for three professional references to [HR@milwaukeejewish.org](mailto:HR@milwaukeejewish.org). The review of applications will commence immediately and continue until the position is filled.