



Job Description

Education Program Manager

Status: Full-time, exempt
Reports to: Education Director
Supervises: Museum Educators

Opportunity

The Education Program Manager oversees the development, implementation, evaluation and promotion of Holocaust Museum Boston's education programs for school and community groups. Under the leadership of the Education Director, they will design curricular, didactic, and interpretive materials to support programming and on-site learning. The Education Program Manager provides supervision and direction to Museum Educators and collaborates with staff across departments to ensure that the Museum meets its mission through engaging programming.

Primary Responsibilities

Leadership

- Work with the Education Director to ensure high-quality educational programming and effective day-to-day operations of the Education Department.
- Recruit, train, supervise, schedule, mentor, and evaluate Museum Educators.
- Assist in developing and monitoring departmental budgets and grant-funded education initiatives.
- Build and maintain strong relationships with schools, universities, community organizations, and educational partners to expand the Museum's reach and impact.
- Represent Holocaust Museum Boston professionally with educators, community partners, donors, volunteers, and the public.
- Attend and support Museum programs and special events, including occasional evenings and weekends.
- Perform other duties as assigned by the Education Director.

K-12 School Programs

- Coordinate all aspects of the Museum's school field trip program, including scheduling, teacher communication, logistics, Museum Educator assignments, and program implementation.
- Serve as the primary point of contact for teachers before, during, and after Museum visits.

- Develop lesson plans, educator guides, gallery activities, discussion guides, and other instructional resources.
- Conduct outreach to schools, districts, educational collaboratives, and community organizations to promote Museum field trips, classroom programs, and educational resources.
- Collaborate with the Education Director to evaluate and strengthen K–12 educational programs, ensuring alignment with state standards, inquiry-based learning, and the Museum's educational philosophy.
- Collect and analyze program evaluation data to inform continuous improvement.

Student Programs

- Coordinate and facilitate the Museum's student engagement initiatives.
- Recruit participants and maintain communication with students, families, teachers, schools, and community partners.
- Plan and facilitate student workshops, service-learning opportunities, capstone projects, educational events, and other programs.
- Evaluate program outcomes and recommend improvements to strengthen student programming.

Professional Learning & Public Programs

- Assist in developing, implementing, and evaluating professional learning opportunities for educators and other professional audiences, as well as public educational programs.
- Coordinate registration, scheduling, logistics, participant communication, and follow-up.
- Evaluate programs and recommend improvements based on participant feedback and assessment data.

Speakers Bureau Program

- Coordinate the Museum's Speakers Bureau, including presentation requests, scheduling, and outreach.
- Support the recruitment, onboarding, training, scheduling, and ongoing engagement of volunteer speakers.
- Assist with speaker training, continuing education, and program evaluation.

Exhibits & Interpretation

- Collaborate with the Education Director and Exhibits Manager to develop educational, didactic, and interpretive materials that support Museum exhibitions and visitor learning.
- Review educational content to ensure historical accuracy, accessibility, and alignment with the Museum's educational philosophy.
- Contribute educational expertise to future exhibitions, gallery experiences, and interpretive planning.

Qualifications

- Bachelor's degree in History, Holocaust Studies, Education, Museum Studies, or a related field required; Master's degree preferred.
- 3 - 5 years of experience developing, implementing, and evaluating educational programs in a museum, nonprofit, school, or other informal learning environment.
- Demonstrated experience creating standards-aligned educational programming for K–12 students and educators.
- Experience supervising, mentoring, and evaluating educators, volunteers, or program staff.
- Strong organizational, project management, and leadership skills with the ability to manage multiple priorities.
- Excellent written, verbal, and interpersonal communication skills.
- Ability to work effectively in a team setting and build collaborative relationships with students, educators, volunteers, community partners, donors, and colleagues.
- Commitment to creating engaging and inclusive educational experiences.
- Strong commitment to the mission of Holocaust Legacy Foundation.
- Self-motivated, creative, resourceful, and adaptable.
- Proficiency with Microsoft Office, Google Workspace, and other web-based software, with the ability to learn new systems as needed.

Physical Requirements

- Work is performed in a general office environment and in the Museum's facilities.
- Significant computer and phone work requiring repetitive hand movement.
- Frequent sitting, standing, walking, bending, and climbing stairs.
- Ability to lift and carry up to 25 pounds on an occasional basis.
- Occasional evening and weekend work required to support Museum programs and events.

Compensation

- Salary Range: \$60,000 - \$80,000
- Competitive nonprofit benefits package.

The Holocaust Legacy Foundation is an Equal Opportunity Employer. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, veteran status, or any other characteristic protected by federal, state, or local law. As an institution, we aim to empower individuals and communities to stand against antisemitism, hatred, and bigotry, fostering a world of understanding and tolerance. Therefore, we embrace diversity and equal opportunity in our hiring and employment practices. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive and equitable we are, the better our work will be.