



Education Manager

POSITION SUMMARY:

The Education Manager (EM) will orchestrate and administer educational programs and museum tours. The EM will publicize and promote Dumbarton House and The National Society of The Colonial Dames of America (the “institution”) to potential clients and work in concert with colleagues to promote our mission widely. The EM will represent the institution at relevant professional venues. The EM will recruit, train, and manage part-time staff and volunteers. Will plan and execute a two-year budget. The EM will perform other duties as assigned with some work to occur outside of normal work hours. This position works a modified Tuesday to Saturday schedule except when the Dumbarton House Museum is closed and no educational programs are scheduled.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Programs:

- Develop, implement, and run in-person and virtual education programs to interpret the institution to the general public and membership groups.
- Serve as staff liaison and program manager to various NSCDA National Board supported mission area projects and initiatives generating virtual and occasional in-person programming.
- Oversee and lead general public and group tours, and support staffing the Visitor Center.
- Recruit, train, schedule, and supervise part-time Education Specialists and Museum Teachers to ensure high quality message and content delivery, site collection security, guest safety, positive neighborhood relations, and client satisfaction throughout programs, in accordance with all the institutional personnel policies and procedures and in coordination with colleagues
- Develop and implement on-site and virtual, synchronous and asynchronous curriculum-focused family and youth programs.
- Provide interpretive and exhibition support, in coordination with colleagues.
- Work with colleagues to apply for and execute grants related to educational and interpretive efforts.
- Establish and maintain professional contacts across the Capital area and greater United States, represent the institution at relevant forums and events, and cultivate partners and staff.

Budget Management:

- Collaborate with colleagues to track and manage Ticketing, Visitor Center, and



Gift Shop sales.

- Collaborate with colleagues to forecast and track costs of staff training, program development and deployment, for annual budget tracking and two year budget planning purposes.

Marketing & Community Engagement:

- Support community outreach.
- Support colleagues across departments.
- Review and implement existing and new marketing and outreach initiatives with colleagues.
- Support nescda.org and dumbartonhouse.org website content and program/tour marketing, museum e-newsletters, and other museum marketing/online presence such as social media to further the reach of the institution.

KEY ATTRIBUTES & QUALIFICATIONS:

- Bachelor of Arts degree, + two years of experience required. Master of Arts degree in museum education or related studies preferred.
- Experience in program development, teaching, and volunteer management.
- Enthusiasm for the history, social history, and/or material culture of the Colonial and Federal period.
- Proactive attitude and excellent customer service skills. Strong attention to detail and ability to multi-task. Excellent communications and writing skills.
- Ability to manage events with various stakeholders, to make thoughtful decisions quickly under pressure, and to adapt to changing conditions (weather, sick guest, etc.) quickly and with tact.
- Proficient in Microsoft Office software (outlook, word, excel), Zoom Meetings and Webinars. Knowledge of Wordpress, and Constant Contact.
- Basic AV skills
- Budget management.
- Staff and volunteer recruitment, training and management.
- Must be able and willing to work outside of normal business hours including nights and weekends.

SALARY AND BENEFITS:

- \$47,000 – 50,000 annually
- Paid time off
- Health, Dental, and Vision Insurance
- Retirement Plan



- Life Insurance.
- Free on-site parking
- Transit/Capital Bike Share benefits
- Staff museum gift shop discount
- Dumbarton House is an Equal Opportunity Employer.
- Proof of full vaccination is required upon hire.

TO APPLY:

- Send a cover letter and resume to: Samantha Dorsey, Director of Programs and Audience Engagement at jobs@dumbartonhouse.org subject line: “Education Manager”
- No phone calls please.
- Qualified applicants will be contacted to schedule an interview and have references reviewed.

Location: Dumbarton House Museum, 2715 Q Street, NW Washington DC, 20007

About the NSCDA

The National Society of The Colonial Dames of America (www.nscda.org) is one of the oldest historic preservation organizations in America. Founded in 1891 as a women's lineage organization, the NSCDA now has over 15,000 members in 44 Corporate Societies and owns, operates or supports over 90 historic properties and sites throughout the United States. Our mission is to promote respect for the people, places and events that led to the formation of our country through historic preservation, patriotic service, and history education programs.