

# St. Augustine Lighthouse Maritime and Museum, Inc.

## Job Description

<b>Job Title:</b>	Education & Program Manager	
<b>Reports to:</b>	Director Interpretive Division	Works as per the required schedule, which may include weekends, holidays and or weekdays
<b>Department:</b>	Interpretive Division	<b>FLSA:</b> Exempt

### **Job Summary:**

The Education & Programs Manager role is to continuously work in advancing the exhibitions, education and programs and establishing deep connections between the Museum, its non-profit Mission, and the Community. In addition, the EPM works to secure a sustainable future that includes increasing revenue, strengthening reserves, and creating long-term sustainability. Supports the strategy, goals and plans of the Organization and Interpretive Division (ID).

This position works with the Director of Interpretation and other departments to design, create, and implement programs and exhibits for the benefit of the whole organization.

**The Museum's mission is to preserve, present, and keep alive the stories of the Nation's oldest Port, as symbolized by our working St. Augustine Lighthouse.** We partner with a Maritime Archaeological Research program to study shipwrecks and submerged cultural resources. Programs focus on Regional and worldwide maritime history, military history, historic preservation, aids-to-navigation, boatbuilding, artifact conservation, and our connections to many others through the sea.

### **Major Responsibilities:**

Responsibilities may include, but will not be limited to the following:

- Must support and cultivate a vibrant Museum experience through collaborating with Interpretive staff and other departments to envision content with exhibits and programs to engage intergenerational visitors.
- Oversees the creation, development, and implementation of comprehensive interpretive content (multi-modal) programs and exhibits that create an inclusive visitor experience presenting the complex history of this site openly, accurately, and intentionally.
- Uses storytelling and object-based learning, as well as internal research, resources and partnerships to achieve goals.
- Responsible for assisting, supporting and cultivating a vibrant Museum experience through envisioning, producing, implementing and evaluating unique, impactful and educational intergenerational exhibits for children, adolescents, adults, seniors and families.
- Works with ID team, and across all departments, on exhibits and content, and on pre and post visit materials for students, camps and group tours. May interface with partners and educators to identify and meet curriculum-based needs.
- Assist with scheduling and hosting group and school tours, summer and winter break camp experiences, training site interpreters and volunteers, implementing public programs.
- Creates and maintains quality assurance systems for programs and exhibits.

- Required to perform site support activities including tower and base shifts, site events, and specialty tours.
- Interprets objects, ideas, and stories for visitors, including individuals, families, and tour groups.
  - NOTE: All interpretations to align with the Mission Statement, Strategic Plan, Built Environment per the Secretary's Standards for Historic Rehabilitation, and the Museum's Core Values.
  - See <https://www.nps.gov/tps/standards/rehabilitation/sustainability-guidelines.pdf>.
- Evaluates existing exhibits and educational programs to reflect new standards and practices that encourage diverse perspectives and serves to engage new and existing audiences.
- Collaborates with other departments to provide direction and insight into new grant opportunities
- Supports the development of department programs that would invite scholars, fellows, and interns through educational initiatives and partnerships to investigate topics of mutual benefit to the Maritime Museum
- Develops and manages summer camp and is the permanent staff contact for camp counselors. Suggests ideas to improve summer camp as needed, and helps to track and communicate programs. Gains and measures feedback from teachers, parents, and public to strengthen programs. Solicits feedback and measures and reports Summer Camp community impact.
- Manages educational programs including virtual and on-site camps, field trips, outreach, and general public programs.
  - Assists in the development of K-12 programs for outreach, online activities, onsite school, onsite activities, and year-round camp programs.
- Manages with database, contact list, schedules for summer camp registrants.
- Manages school groups and outreach programs database, and ID calendar for department events, programs, and deadlines.
- Coordinates with Operations staff regarding training and onsite program needs and with Public Relations staff to communicate ID calendar and events, tracks data, (attendee's/satisfaction/other established metrics. and develops monthly reports to DID. Communicates information monthly re news, updates and programs to staff, volunteers, and the public (given to Marketing and PR for publication/distribution).
- Assist to harness and maximize the appropriate use of technology and digital media in promoting Museum education via exhibits and programs
- Conducts on site interpretation and tours and requires regularly working weekends/holidays. This position works closely with the Director of Interpretation and coordinates with other departments to design, create and implement programs and exhibits for the benefit of the whole organization.
- Supports all staff as needed, particularly in the areas of tours, collections, and exhibits.
- Perform weekend manager duties as scheduled
- Performs other duties as assigned.

### **Professional Skills and Attributes:**

- Demonstrates leadership in communicating about programs to all staff, and helps to integrate work initiatives of the ID department across the entire organization and teams.
- Continuously creates a culture of inclusion by engaging all departments in providing input/feedback into initiatives.
- Demonstrates and model's professionalism, excellent communication skills, leadership skills and teamwork for the whole organization.
- Teamwork: Work effectively as a team member in which different people have different roles/responsibilities and perspectives. Identify points for collaboration with co-workers; readily offer and request assistance.

- Shows a passion for the mission and the work, but has a sense of humor.
- A self-starter who is motivated to set and achieve goals.

**Qualifications:**

Bachelor's degree from an accredited institution with a major in education, museum studies, history, public history, or related field required and minimum three years of experience working in an education setting, museum or historic site with increasing responsibility required. Master's Degree and/or additional years of experience preferred, or equivalent combination of degree and additional experience.

**Preferred** Education degree with current certification in State of Florida (K-8) . Has experience working with or visiting a museum setting.

Must have a demonstrated proficiency with MS Office products including Word and Excel. Possess a general knowledge data management best practice. Outstanding interpersonal and administrative skills required. Ability to work independently, manage multiple projects effectively, and meet deadlines. Some public speaking, and program development experience preferred.

**Essential Functions/Physical Requirements:**

The duties above indicate the essential functions of the job. Physical requirements are those present in normal office and Summer Camp environment conditions. Operational flexibility is required to meet sudden and unpredictable business needs and a moderate amount of business travel is required. Must be able to climb the lighthouse tower, stand for periods of time up to 2.5 - 3 hours, and perform required duties outdoors in varied weather conditions. Moderate lifting of inventory of 25 pounds will be required. CPR training to be furnished at the organizations expense. Must be available to work evenings, weekends, and holidays, as well as normal daily work hours to meet the needs of the organization.

**Uphold our Mission Statement**

To Discover, Preserve, Present and Keep Alive the Stories of the Nation's Oldest Port as symbolized by our working St. Augustine Lighthouse.

Maintains mission standards of the museum industry: "A museum's mission statement is the primary benchmark against which to evaluate the museum's performance. It defines the museum's unique identity and purpose, and provides a distinct focus for the institution." – American Alliance of Museums, 2020. The St. Augustine Lighthouse & Maritime Museum is an AAM Accredited Institution and Smithsonian Affiliate.

*Interested well qualified Applicants should email Cover Letter, Resume / CV to:*

*Martin Corlieto [mcorlieto@staugustinelighthouse.org](mailto:mcorlieto@staugustinelighthouse.org)*

*And/or*

*Cheyenne Genovar [cgenovar@staugustinelighthouse.org](mailto:cgenovar@staugustinelighthouse.org)*