



**ART & HISTORY MUSEUMS**  
MAITLAND

## ***CAREER OPPORTUNITY***

### **EDUCATION MANAGER**

Art & History Museums – Maitland (A&H) seeks a dynamic Education Manager to lead the institution’s team of professionals and volunteers in the creation and presentation of educational programs and leisure opportunities.

#### **INSTITUTION OVERVIEW**

The mission of Art & History Museums - Maitland (A&H) is to foster an appreciation for art and history through immersive experiences that celebrate Maitland’s diverse cultural heritage and preserves the community’s legacy embodied in Jules Andre Smith’s Research Studio, our National Historic Landmark. Through a unique architectural environment and inspirational programming, A&H stimulates thought, sparks the imagination, enriches the spirit, and fosters appreciation in art, history and preservation. A&H provides an immersive cultural heritage experience throughout its two historic campuses serving children, adults, artists and historians. Activities include artist residencies, artists' studios, contemporary art exhibits, professional art instruction, interactive history exhibitions, hands-on history programs, lectures, films, special events, and more.

In partnership with the City of Maitland, A&H currently operates five museums: the Maitland Art Center, the Maitland History Museum, the Telephone Museum, the Waterhouse Residence Museum and the Carpentry Shop Museum. The Maitland Art Center, originally known as The Research Studio, is metro Orlando’s only National Historic Landmark.

#### **JOB SUMMARY**

The Education Manager is a key staff member responsible for working with the organization’s leadership to develop and manage programmatic opportunities for the education and enjoyment of museum audiences.

#### **DUTIES**

- Work with the Director of Experiences to plan, implement, evaluate and manage all phases of Experiences Plan’s programmatic activities, including, but not limited to -
  - Art School and similar programs,
  - Educational workshops, classes and camps,
  - Lectures and panel discussions,
  - Seminars and webinars,
  - Interpretive Tours,
  - Educational outreach programs,
  - Online Applications,
  - Festivals, fairs, shows, and
  - Other social and leisure gatherings.



- Assist the Director of Experiences in developing a comprehensive and cohesive experience for guests that unites the institution's dual focus of art and history;
- Assist the senior leadership team and collaborate with all staff for the advancement of the organization;
- Recruit and supervise quality programming staff, including contractual instructors;
- Train, supervise and retain volunteers to assist with all programming functions;
- Develop and oversee a programming budget that is financially sustainable, working with Advancement Department staff to obtain funding through grants, sponsorships and donations;
- Maintain all physical files, digital files and databases of the educational and leisure programming; and
- Complete other duties as assigned by the Director of Experiences or the Executive Director.

#### QUALIFICATIONS

- Knowledge of and experience with museum education methods and tools required;
- Superior written, verbal, and interpersonal communication skills;
- Outstanding analytical skills, problem solving skills, and presentation skills;
- Proven project-management skills with the ability to achieve results with nominal supervision;
- Excellent attention to detail;
- A team player with a strong work ethic who can develop a positive and highly productive work environment while maintaining flexibility;
- Ability to successfully interact and collaborate with key stakeholders to achieve results;
- Ability to prioritize, multi-task efficiently and respond to a high volume of ongoing requests in a timely fashion to meet deadlines;
- Ability to continually develop skills related to use of rapidly changing technology and communications best practices;
- Ability to adapt and be flexible in a dynamic work environment;
- Demonstrated success in working with a culturally diverse community;
- Proficient computer skills, including e-mail, Internet, and Microsoft Office, such as Word and Excel;
- Physical ability to lift objects weighing up to forty pounds (40 lbs.); climb stairs and ladders, stoop, bend, push, pull, and sit up to sixty percent (60%) of the work day;
- Must be available for a flexible schedule that includes some evenings and weekends;
- At least five (5) years related professional experience; and
- A minimum of a bachelor's degree from an accredit college/university in a related field required.

#### SALARY and BENEFITS

A&H has a comprehensive compensation package with a competitive salary.

#### HOW TO APPLY

Apply in confidence via email to [HumanResources@ArtAndHistory.org](mailto:HumanResources@ArtAndHistory.org). Please send cover letter, résumé (.pdf preferred), and names of three references with contact information. In cover letter, please address professional museum experience in relation to primary position duties. Review of



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applications will remain open until the position is filled. Please, no phone inquiries. Art & History Museums – Maitland is an equal opportunity employer.

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