Education and Outreach Manager

The Shaker Historical Society is seeking an outgoing, organized, and detail-oriented candidate to oversee programming, education, membership, and volunteer coordination at the museum. The Education and Outreach Manager reports to the Executive Director and develops in-person and virtual programming for K-12 students and educators, young families, young professionals, and adults. This position is also responsible for ensuring programming and learning is accessible to all and that everyone can see themselves in local history.

The Education & Outreach Manager undergoes an annual performance review with the Executive Director. This is a full-time exempt salaried position with benefits. Some evening and weekend hours are required.

**General Duties & Responsibilities:**

The Education and Outreach Managers leads educational and community programming and outreach at the Shaker Historical Society by:

- Expanding the reach of educational programs by cultivating and growing collaborations with local public and private schools and youth-focused organizations
- Maintaining effective and transparent communication between SHS staff, Board of Trustees, and the public regarding educational matters
- Developing and maintaining programming and education budgets
- Working collaboratively with the Executive Director and Board in the pursuit of long-term initiatives
- Ensuring education and outreach goals of the strategic plan are carried out and that programming aligns with grant requirements
- Positively representing the museum at outreach events

**Specific Duties & Responsibilities:**

**Programming (60%)**

- Ensure delivery of relevant, engaging, accessible, and inclusive mission-based experiences, educational programs, and activities that broaden the understanding of local history
- Develop, manage, and deliver programs for youth and adults that align with the museum’s mission and strategic plan
- Promote and deliver the “Museum in a Box” program for local schools and update the program as needed
- Guide the expansion of school- and youth-serving programs and develop local partnerships to consistently reach more school-age children and young families
- Create engaging educational resources that align with local schools’ curricula and Ohio Learning Standards
- Develop and manage SHS summer camps, including scheduling, budgeting, inventory management, staffing, and marketing
- Develop and deliver tours to groups of all ages and abilities and differentiate tour experience for a variety of visitors, including virtual tour goers
- Create digital content for SHS social media, including Instagram, Facebook, and YouTube
- Assist with marketing to promote educational programming across various print and digital platforms, including local publications and social media
- Develop a sustainable internship schedule and new internship opportunities with the Executive Director and ensure internship goals and requirements are met

**Membership (15%)**

- Utilize Little Green Light to track memberships and generate membership reminders
- Print and mail membership cards in a timely manner
- Develop 1-3 members-only programs per year

**Development (15%)**

- Identify and secure sponsorships for programs and outreach events with a focus on the museum’s AppleFest fall community festival
- Research education-focused grant opportunities and draft grant applications with the assistance of the Executive Director, Board of Trustees, and community partners
- Assist with the museum’s major fundraising events, including the summer Shaker Soiree garden party, as needed

**Volunteer Coordination (10%)**

- Generate in-person and virtual volunteer opportunities to suit a variety of interests and abilities
- Recruit, onboard, train, and schedule volunteers to support SHS’s operations, which may include off-site and virtual events, and maintain a positive culture that reflects the mission of the organization
- Work with volunteers and the Ohio History Connection to ensure hours are documented appropriately

**Skills:**

- Commitment to historical accuracy and minimum research skills necessary to support the creation of interpretive content and programs
- Ability to cultivate relationships with local organizations, community groups, and businesses
- Self-motivated with the ability to work independently and within a team-oriented environment
- Ability to manage multiple tasks within established deadlines and be productive in a fast-paced, service-oriented environment
- Excellent written and oral communications skills, including public speaking
- Experience with Google Workspace, social media platforms, web conferencing programs, and other digital tools
- Experience with Canva is preferred
- Experience with grant writing is preferred
Qualifications:

- Bachelor’s degree in Education, History, or Museum Studies
- Minimum 1 year of experience in a school, museum, or cultural institution with programming, outreach, project management, and/or budgeting experience; non-profit experience preferred
- Experience working with groups of diverse ages, races, cultures, abilities, and backgrounds
- Ability to climb stairs within the museum’s historic building; able to lift 20 lbs
- Reliable access to transportation for offsite projects, meetings, and programs
- Ohio educator license preferred
- FBI/BCI check required

Salary: $35,568

Job Classification: Full-time, salary, exempt

Location: Shaker Heights, Ohio

Benefits:

- Medical, dental, and vision insurance fully covered by employer
- 120 hours of paid time off, including vacation, personal days, and sick time
- Paid federal holidays
- Partial work-from-home schedule
- SIMPLE IRA with 3% match; Eligible after 1 year of employment and over the age of 21
- $250 health-related allowance (e.g. gym membership, fitness classes)
- Annual bonus procurable based on individual performance and museum budget

Contact: Please send a cover letter and resume to Brianna Treleven, Executive Director, at director@shakerhistory.org with “Education & Outreach Manager Application” in the subject line. Application review will begin immediately and continue until the position is filled. Walk-ins and phone calls will not be accepted. SHS is an inclusive workplace, and applicants with diverse backgrounds and experiences are strongly encouraged to apply.

About the Organization: Shaker Historical Society is a non-profit, community-based historical society and museum founded in 1947. Our mission is to collect, preserve, and interpret the history of Shaker Heights to inspire curiosity and foster engagement between diverse communities and the people, events, and stories that shape local history. The museum is located in Shaker Heights, a nationally significant inner ring suburb located 20 minutes from Downtown Cleveland. SHS has two full-time employees, including the Education and Outreach Manager, and two part-time employees.