

JOB DESCRIPTION

POSITION TITLE: Interpretation & Education Programs Manager	
PAY TYPE: Hourly, Non-Exempt	EMPLOYMENT CLASSIFICATION: Regular, Full-Time (40 hours/week)
DEPARTMENT: Historic Resources & Education	WORKING ARRANGEMENTS: Primarily on-site, limited opportunities for remote work
REPORTS TO: Director of Interpretation & Education	MANAGEMENT: Yes, direct supervisory responsibility for 15-18 part-time Facilitators

POSITION SUMMARY:

This **Interpretation & Education Programs Manager** opportunity calls for an energetic, creative, collaborative, and detail-oriented candidate who has the unique opportunity to work directly with the Director of Interpretation & Education and play a central role in building and managing a new team of 15-18 facilitators to support the Interpretation & Education Department's programming, public access, and revenue goals, primarily for an adult audience. These experiences should be audience-focused and align with Fair Lane's mission, strategic plan, and the themes from the Estate's current interpretive plan. With its stately Main Residence, highly innovative Powerhouse, and uniquely designed grounds, Fair Lane expects to attract a wide array of audiences, from Henry Ford enthusiasts and general tourists to people belonging to special-interest communities ranging from birdwatchers to engineers.

The successful candidate will build, lead, and sustain a robust cohort of facilitators, support the development of a comprehensive training and evaluation program for facilitators, and act as an organizational liaison to coordinate activities within the Interpretation & Education Department and colleagues within other departments including Material Culture, Facilities & Operations, Gardens & Grounds, and Advancement. In collaboration with the other members of the Fair Lane team, this position will involve the implementation, improvement, and evaluation of public tours, as well as programs for general and niche audiences, public events, lectures, classes, and workshops.

DUTIES & RESPONSIBILITIES:

- Lead, train, schedule, supervise, and provide ongoing support of a soon-to-be established facilitator staff cohorts (15-18 part-time roles), fostering professional growth, accountability, and effective daily operations.
 - Co-lead recruitment efforts for new facilitator staff cohorts, including review of applications and interviewing of candidates with the Director of Interpretation & Education.
 - On an as-needed basis, cover facilitator shifts to prevent interruption of scheduled programmatic experiences.
- Oversee daily operations and functionality of processes/equipment/spaces that are managed by the Interpretation & Education Department.
 - Provide cross-departmental training on site interpretation as appropriate.
- Understand and become proficient in content relating to the Fair Lane Estate's collections and site (including history on the Ford family, Dearborn and Metro Detroit, Ford Motor Company, Jens Jensen, and the social aspects of the automotive industry) to apply that knowledge to program facilitation.
- Serve as lead facilitator on assigned projects, guiding interpretive frameworks, learning and experiential outcomes, and goals for guest experiences.
- Coordinate, facilitate, and implement programs as appropriate, including introducing speakers, moderating panels, or presenting content.
 - Program scope will include general tours and special programs such as educational events, lectures, and hands-on workshops.
- Provide and/or schedule interpretive support for non-educational events and rentals, including tours beyond normal operating hours.
- Support the development of and carry out evaluations of tours, programs, and events, from planning through implementation for support in developing future programs and improvements to established

programs.

- Support the development of policies and procedures relevant to public experiences.
- Manage and complete administrative tasks related to programming coordination and execution, both within the Interpretation & Education Department and in collaboration with other departments.
- Provide support to the Director of Interpretation & Education on annual budget and projections for expenses and revenue related to programmatic experiences.
- Additional applicable responsibilities as assigned by the Director of Interpretation & Education or the President & CEO to support the work of the organization.

WORKING LOCATION & SCHEDULE:

- This role will primarily be in-person, but is eligible for limited remote work, which may include occasional remote flexibility of 4-8 hours per week.
- This role will be required to attend on-site events, tours, and meetings as scheduled. This role will have flexible hours to compensate for the attendance of events, tours, and meetings. Some evening and weekend work will be required.
- Expected schedule M-F with mutually agreeable start times.

KNOWLEDGE, SKILLS & ABILITIES:

- Passion for the mission and work of Fair Lane Estate, with an understanding of the cultural sector and appreciation for the historical significance and contributions of Clara and Henry Ford.
- **Previous supervisory and/or management experience of 2-3 years required.**
- Bachelor's or advanced degree in Public History, Museum Studies, Education, or related discipline or comparable working experience preferred. Work experience should be in Education, Art History, History, Museum Studies or a related field, preferably with a focus on museum interpretation or visitor engagement.
- Demonstrated experience with implementing programming for a variety of audiences, working with a range of community partners, leading teams, and meaningfully connecting to internal and external stakeholders.
- The capacity to facilitate programs that center dialogue on challenging and complex issues within the Estate's built environment and historic spaces as a means of reflection, growth, and connection.
- Experience working with and engaging partner cultural and educational institutions.
- Broad knowledge of and experience in best practices related to the implementation of history museum/historic house experiences.
- Reliable, punctual, and willing to work a flexible schedule. Candidates should expect to work occasional weekends, some holidays, and occasional evenings to support special events and program facilitation. There will be an anticipated 5 to 10 events requiring flexibility per calendar year.
- A proven track record of setting goals, meeting deadlines, and implementing programs while keeping sight of the broader objectives.
- Strives for accuracy, thoroughness, and high quality in all work.
- A willingness to take initiative and work with autonomy.
- Ability to work independently or as part of a team.
- Shows respect and sensitivity for cultural differences.
- Strong communication, both written and spoken, and organizational skills and attention to detail, with the ability to work effectively across departments.
- Ability to adapt, problem-solve, and identify creative solutions during high-pressure, quickly evolving situations, and manage competing demands.

PHYSICAL REQUIREMENTS:

- Must be able to lift up to 40 pounds occasionally, and 15 pounds on a regular basis.
- Able to climb a 10-foot ladder.
- Must be comfortable standing for up to four hours at a time while facilitating programs.

COMPENSATION:

This is a full-time (40 hours per week), non-exempt (eligible for limited overtime), year-round, hourly permanent position with benefits. The hourly rate is \$28.00 per hour, which equates to approximately \$58,240 per year, and is non-negotiable.

- 100% employer-paid BCBSM medical (Simply Blue PPO Gold \$2,000 deductible) and vision insurance, and Delta dental insurance, for the employee, with 50% employer-paid insurance for dependents and employee-paid plan buy-up opportunities.
- 100% employer-paid life, short-term disability, long-term disability, accident, and critical illness insurance, including an Employee Assistance Program (EAP) that provides numerous mental

health, finance, and legal benefits.

- 21 days (168 hours) of Paid Time Off (PTO) earned annually; PTO is accrued biweekly at a rate of 6.46 hours.
- 14 paid holidays, which includes a year-end holiday break between Christmas Eve and New Year's Day.
- 1 day (8 hours) of paid Volunteer Time Off (VTO).
- Paid parental leave with no minimum service requirement.
- Paid bereavement leave.
- Paid meal (30-minute) and rest (2 x 15-minute) breaks.
- 403(b) plan with a 3% employer contribution and 3% employer match.
- Ford x-plan discount.
- Professional development budget and opportunities.
- On-site and free bean-to-cup coffee machine.
- Donuts, bagels, and other snacks during weekly All-Staff Meetings.
- In-House Perks including a free photo permit (up to \$400 value), Tribute Garden discounts (\$75 value), and Patron-Level membership without Patron gifts (\$300 value).

HOW TO APPLY:

Apply at Fair Lane Estate's careers portal: <https://bit.ly/HFECareers>