



MANAGER OF ADULT LEARNING

Museum of the Shenandoah Valley

Department	Education	Reports To	Director of Education
Status	Full-Time	FLSA Classification	Exempt
Location	Winchester, Virginia	Last Revised	September 2026

Purpose of Position

Reporting to the Director of Education, the Manager of Adult Learning leads the development and management of engaging educational and public programs that connect adult audiences across the MSV. This position shapes a dynamic portfolio of lectures, talks, workshops, gallery and exhibition programs, outdoor programs, guided-tour content, group experiences, and other adult learning opportunities. Working collaboratively with the MSV and with speakers, scholars, artists, instructors, and other community partners, the Manager of Adult Learning creates meaningful, inclusive, and accessible learning experiences that respond to audiences' interests and advances MSV's organizational goals.

Primary Responsibilities

1. Adult Program Research & Development

- Collaborate with the Director of Education, Manager of Youth & Student Learning, and other appropriate colleagues to develop the annual Education Department programming plan, calendar, priorities, and goals.
- Research, develop, implement, and evaluate engaging educational and public programs for adult audiences that draw upon MSV's collections, exhibitions, historic sites, gardens, natural resources, and regional history and culture.
- Develop a variety of adult learning experiences, including lectures, workshops, gallery and exhibition programs, outdoor programs, tours, and other opportunities that respond to audience interests and support MSV's mission.

2. Audience Engagement & Program Partnerships

- Identify and cultivate relationships with speakers, scholars, artists, instructors, and community partners to develop engaging, mission-aligned programs and experiences.
- Collaborate across MSV to coordinate program planning, promotion, staffing, interpretation, and other support needed for successful adult programs and group experiences.
- Work with the Education Coordinator and Arts & Education colleagues to develop adult group tours and interpretive and educational content that enriches programs, exhibitions, and gallery experiences.

3. Program Operations & Financial Management

- Develop and manage assigned program budgets in coordination with the Director of Education, monitor revenue and expenses, and ensure programs operate within approved financial parameters.
- Negotiate agreements with speakers, presenters, instructors, and contract staff, in accordance with MSV policies and approval procedures.
- Oversees program logistics in collaboration with the Education Coordinator and other appropriate staff, including registration, payments, presenter arrangements, program materials, room setup, audiovisual needs, staffing, and other operational requirements.
- In collaboration with the Director of Education, train, mentor, and provide program-specific guidance to part-time Educators and select volunteers to support consistent, high-quality program delivery.

4. Program Evaluation

- Develop and maintain appropriate methods for evaluating adult programs and audience experiences.
- Track and assess attendance, participation, audience insights, financial results, and other relevant measures of program performance.

- Use program results, audience feedback, professional practices, and emerging opportunities to recommend improvements and inform future programming decisions.

Other Responsibilities

- Support Youth & Student Learning, MSV Makerspace programming, and other Education Department initiatives as operational needs require.
- Stay up-to-date with current museum education and adult programming practices through professional development, and engagement with relevant professional networks.
- Perform other duties as necessary to advance the organization.

Qualifications

- Bachelor's degree or equivalent combination of education and relevant experience in museum education, art education, museum studies, public history, education, humanities, arts administration, or a related field. Master's degree preferred.
- Minimum of two years of relevant experience developing and implementing educational, public, cultural, or community programs; experience in a museum, historic site, arts organization, or similar cultural/nonprofit institution preferred.
- Familiarity with museum and museum education practices, particularly interpretation, gallery learning, and program evaluation.
- Experience with program budgets, contracts, presenters, vendors, or similar administrative responsibilities preferred.
- Proficiency with Microsoft Office/Microsoft 365 and comfort with or ability to learn audiovisual systems, registration systems, and other technology used in program facilitation.
- Knowledge of, or interest in developing knowledge of, Shenandoah Valley history, culture, art, decorative arts, gardens, and related subject areas preferred.

Attributes

- Strong organizational and project-management skills, with the ability to work independently, manage multiple programs and priorities, and adapt to variable timelines, deadlines, and program needs.
- Excellent written and verbal communication skills, including public speaking and the ability to engage and communicate effectively with diverse adult audiences.
- Collaborative and relationship-oriented, with the ability to establish productive working relationships with colleagues, presenters, instructors, community partners, and members of the public.
- Professional and diplomatic, exercising sound judgment, discretion, and composure in all situations working with presenters, partners, and audiences.
- Creative, intellectually curious, and audience-centered, with the resourcefulness to develop engaging educational experiences and an attentiveness to the overall audience experience.
- Committed to creating inclusive, accessible, welcoming, and service-oriented experiences for Museum audiences with diverse backgrounds, abilities, and needs.

Work Schedule

This is a full-time, exempt, hybrid position with a 40-hour workweek. Work is performed primarily during daytime hours, Monday through Friday; however, daily schedules may vary based on Museum programming, meetings, events, and operational needs. Regular evening and weekend availability is required to support programs and events.

The position is eligible for hybrid work in accordance with MSV's Hybrid & Remote Work Policy. Because the role requires on-site program delivery, collaboration, and interaction with Museum audiences, presenters, and partners, employees must be available to work on-site as required. Remote work arrangements are subject to supervisor approval and may vary based on programming, meetings, events, and other operational needs.

Work may take place in galleries, classrooms, event spaces, historic areas, gardens, outdoor spaces, and other locations across the MSV campus.

The role requires regular movement throughout Museum spaces and may involve standing or walking for extended periods during programs and setting up, moving, or preparing program materials and audiovisual equipment. The essential functions of the position must be performed with or without reasonable accommodation.

Benefits

The Museum provides medical insurance, life insurance, disability insurance, a 403(b) contribution of 5% of annual salary after one year of employment; paid vacation leave, sick leave, and holiday time. The Museum also provides complimentary individual/family MSV Membership and individual VAM Membership. MSV partners with Valley Health Wellness & Fitness Center to offer employees reduced membership costs. Eligibility, coverage, and plan terms are governed by the applicable plan documents and Museum policies.

Additional benefits of employment at MSV include daily access to the MSV’s gardens, museum galleries, and over three miles of fully accessible trails; being part of a diverse, energetic, and talented team; and helping to lead and support organizational advancement at a transformative and exciting time in the MSV’s history.

About the Museum of the Shenandoah Valley

The mission of the MSV is to preserve and enrich the cultural life and heritage of the Valley. At 214 acres, the Museum’s landscape is the largest green space in the city of Winchester. The Glen Burnie House, its surrounding seven-acre gardens, and the 50,000 square foot Museum building are all important parts of this year-round regional history complex known as the Museum of the Shenandoah Valley. Additionally, in late fall of 2020, 90 acres of the MSV landscape opened to the public as The Trails at the MSV, a free-admission art park featuring three miles of trails for walking, running, and biking.

The MSV believes in a society that is inclusive in practice and where equal opportunities and equitable outcomes are hallmarks. The MSV is committed to developing and supporting a diverse, equitable, accessible, and inclusive community, where the common goal is to create and foster a sense of belonging. This inclusive approach provides the MSV the foundation to enrich the cultural life and heritage of the Valley while preserving our robustly diverse history.

Position Description Acknowledgment

This job description is intended to describe the general nature and level of work performed and is not intended to be an exhaustive list of all duties, responsibilities, or qualifications. Duties and priorities may change based on Museum needs.

Employee Signature: _____ Date: _____