MSV
MUSEUM OF THE SHENANDOAH VALLEY

# MANAGER OF YOUTH & STUDENT LEARNING

*Museum of the Shenandoah Valley*

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| **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 Youth & Learning leads the development and management of educational experiences that connect pre-K–12 students, youth, families, teachers, and school communities with the MSV's collections, exhibitions, historic sites, gardens, natural resources, and mission.

The position shapes a dynamic portfolio of student field trips and guided experiences, workshops, outreach and off-site programs, professional teacher development, family and youth learning opportunities, and related educational resources. Working collaboratively with schools, educators, homeschool communities, youth-serving organizations, and other community partners, the Manager of Youth & Student Learning creates engaging, inclusive, and accessible learning experiences that respond to audience interests and advances MSV's organizational goals.

## Primary Responsibilities

1. **Youth & Student Program Research & Development**
   - Collaborate with the Director of Education, Adult Programs Learning, and other appropriate colleagues to develop the annual Education Department programming plan, calendar, priorities, and goals.
   - Develop, plan, coordinate, implement, and evaluate educational programs for pre-K–12 students, youth, families, teachers, and school communities, both on the MSV campus and through off-site or outreach opportunities.
   - Develop and facilitate standards-informed curricula, programs, and educational resources that connect MSV's collections, experiences, and regional history with meaningful, age-appropriate learning goals.
   - Create and maintain pre-visit and post-visit materials, teacher resources, and other tools that help educators and students prepare for and extend Museum learning experiences.
   - Teach and facilitate engaging, hands-on learning experiences that are responsive to the diverse backgrounds, learning styles, abilities, and needs of youth and student audiences.
   - Conduct research related to MSV collections, exhibitions, historic sites, gardens, natural resources, Shenandoah Valley history and culture, and other topics and mission appropriate to student programs, tours, workshops, and interpretive projects.

2. **Audience Engagement & Program Partnerships**
   - Identify and cultivate relationships with teachers, school administrators, homeschool communities, youth-serving organizations, and community partners to develop engaging, mission-aligned programs and experiences.
   - Develop and facilitate teacher professional development, educator workshops, presentations, and other opportunities that strengthen relationships between the MSV and regional schools.
   - Collaborate with Arts & Education colleagues to research and develop didactic, interpretive, interactive, and hands-on materials that enrich school programs, exhibitions, gallery experiences, and family engagement.

3. **Program Operations & Financial Management**
   - Oversee school and youth program logistics in collaboration with the Education Coordinator and other appropriate staff, including reservations, schedules, group capacity, materials, supplies, room and gallery use, audiovisual needs, and staffing.
   - 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.

- Develop, monitor, and manage assigned program budgets and expenses in coordination with the Director of Education; identify material and supply needs and operate within approved budget parameters.
- Collaborate across MSV to ensure youth, student, teacher, and family programs are effectively planned, staffed, promoted, and supported.

4. **Program Evaluation**
   - Develop and maintain appropriate methods for evaluating youth, student, teacher, and family programs and learning experiences.
   - Track and assess attendance, participation, teacher and student feedback, program quality, and other relevant measures of program performance.
   - Use program results, audience and educator feedback, current educational practices, and emerging needs to recommend improvements and inform future programming decisions.
   - Maintain knowledge of current museum education, youth development, curriculum standards, accessibility, and informal learning practices through professional development and relevant professional networks.

## Other Responsibilities

- Explore and support appropriate digital and virtual learning resources and delivery methods that extend access to MSV educational content beyond an onsite visit.
- Support programming and operation of the MSV Makerspace, including youth, student, and family learning experiences.
- Support Adult Programs and other Education Department initiatives as operational needs require.
- Stay-up-to-date with current museum education, youth development, curriculum standards, accessibility, and informal learning practices through professional development, professional networks, conferences, memberships, and continuing education opportunities.
- Perform other duties as necessary to advance the organization.

## Qualifications

- Bachelor's degree or equivalent combination of education and relevant experience in education, museum education, art education, museum studies, public history, history, humanities, or a related field. Master's degree preferred.
- Minimum of two years of relevant experience developing and facilitating educational programs for children, youth, students, families, or teachers; experience in a museum, historic site, school, arts organization, or similar cultural/nonprofit institution preferred.
- Experience developing curriculum, lesson plans, school programs, field trips, or other learning experiences for pre-K–12 audiences.
- Experience working directly with children and youth in formal or informal learning environments and communicating effectively with teachers, caregivers, and school or community partners.
- Familiarity with academic standards and museum education practices, including inquiry-based, object-based, experiential, and hands-on learning approaches.
- Proficiency with Microsoft Office/Microsoft 365 and comfort with or ability to learn audiovisual systems, registration systems, digital learning platforms, and other technology used in program facilitation.
- Knowledge of, or interest in developing knowledge of, Shenandoah Valley history, culture, art, decorative arts, gardens, natural resources, and related subject areas preferred.

## Attributes

- Strong organizational and project-management skills, with the ability to work independently, manage multiple programs, schedules, and priorities, and adapt to variable timelines, deadlines, and program needs.
- Excellent written and verbal communication skills, including teaching, facilitation, public speaking, and the ability to engage and communicate effectively with children, youth, families, educators, and diverse audiences.
- Collaborative and relationship-oriented, with the ability to establish productive working relationships with educators, schools, community partners, colleagues, volunteers, families, and members of the public.
- Creative, curious, and resourceful, with the ability to develop engaging, hands-on, and developmentally appropriate learning experiences for different ages, learning styles, abilities, and needs.
- Patient, approachable, and adaptable, demonstrating sound judgment, professionalism, diplomacy, and composure when working with minors, managing group dynamics in all situations.

- Committed to creating inclusive, accessible, and welcoming learning experiences that are responsive to learners with diverse backgrounds, abilities, learning styles, 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. Evening and weekend availability is required as needed.

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 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, the Makerspace, event spaces, historic areas, gardens, outdoor spaces, schools, community locations, and other settings on or off the MSV campus.

The role requires regular interaction with children, youth, educators, families, and groups; movement throughout Museum spaces; and may involve standing or walking for extended periods 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 3 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: _____