Position Description

Interpretative Programs & Volunteer Engagement Manager

Admiral Nimitz Foundation

Founded in 1971 as a 501(c)3, the Admiral Nimitz Foundation (ANF) since 2005, in an agreement with the Texas Historical Commission, manages and provides financial support to the State-owned National Museum of the Pacific War in its mission:

To foster responsible citizenship and leadership by inspiring all ages with our collection and the enduring relevance of the stories from the Pacific War.

About the Museum

Originally opened in 1967 as the Fleet Admiral Chester W. Nimitz Memorial Naval Museum, it was renamed the National Museum of the Pacific War (NMPW) in 1997, and the U.S. Congress officially designated it as such in 2006. The Museum is dedicated to honoring all who served in and supported the Asiatic-Pacific theater of World War II and ensuring that the history, stories and impact of this significant period are available to the public far into the future. A Smithsonian Affiliate and accredited by the American Alliance of Museums, it welcomes more than 120,000 visitors annually, including over 20,000 children and students. NMPW also reaches thousands more through its virtual learning programs. Spanning six acres in downtown Fredericksburg, Texas, it features three galleries with more than 55,000 square feet of indoor exhibit space, 40 media installations, almost 1000 artifacts, 15 macro-artifacts, hundreds of photographs, and thousands of oral histories in its digital archives.

Position

We are seeking a positive, experienced professional who is passionate about volunteer management, historic sites, programming, and interpretation and who wants to join an upbeat, engaging team at the National Museum of the Pacific War. This is an opportunity to connect your passion for storytelling and interpretation with the unique mission of one of the nation's premier museums dedicated to the history of the Pacific War.

Under the supervision of the Director of Education and Museum Programs, the Interpretive Programs & Volunteer Engagement Manager plays a key role in shaping how visitors experience the National Museum of the Pacific War. This position supports the coordination and delivery of engaging interpretive experiences across the Museum while building and supporting the volunteer workforce that makes those experiences possible.

Blending historical interpretation, program coordination, and volunteer leadership, the Manager works collaboratively cross-departmentally to bring the Museum's collections, stories, and spaces to life. From

living history and demonstrations to object-based learning and interactive experiences, the Manager helps prepare and empower volunteers to connect audiences of all ages with the history of the Pacific War.

The Manager leads Museum-wide volunteer engagement and supports the development of a specialized Interpreter Corps, creating opportunities for volunteers to learn, contribute, and take on greater responsibility. Through recruitment, training, scheduling, and ongoing support, the Manager helps build a knowledgeable, enthusiastic, and dependable volunteer community that contributes to programs, events, interpretation, and departmental needs across the Museum.

This position is ideal for a creative, organized, and collaborative museum professional who enjoys working with people, sharing history, and helping others succeed. By strengthening volunteer engagement and supporting interpretive programming, the Manager helps expand the Museum's capacity to deliver meaningful and memorable visitor experiences.

Responsibilities

- Coordinates, Museum-wide volunteer engagement, including recruitment, onboarding, scheduling, communication, training, recognition, and retention in collaboration with departmental staff.
- Supports the development and coordination of the Museum's Interpreter Corps, preparing volunteers to lead approved interpretive experiences, demonstrations, living history activities, and other visitor engagement opportunities.
- Trains, coaches, and supports volunteers to promote historical accuracy, effective communication, visitor engagement, professionalism, and safety.
- Collaborates with Museum staff to coordinate interpretive experiences and public programs, assisting with planning, materials, volunteer assignments, logistics, and support.
- Assists Education staff in preparing interpretive resources, including scripts, facilitator guides, training materials, and activities that support consistent program delivery.
- Maintains volunteer records, schedules, and program resources, and gathers feedback to support continuous improvement of volunteer engagement and interpretive experiences.
- Collaborates with Museum departments to identify volunteer needs, strengthen participation, and support institutional programs and special events.
- Perform other appropriate duties as assigned.

Qualifications

- Bachelor's degree in public history, museum studies, history, education, nonprofit management, or a related field; equivalent combinations of education and relevant experience may be considered.
- Experience in volunteer coordination, museum interpretation, public programming, education, visitor engagement, or related field.

- Strong organizational and time-management skills, with the ability to simultaneously coordinate multiple activities, schedules, and priorities.
- Excellent interpersonal, written, and verbal communication skills, including comfort with public speaking and group facilitation.
- Ability to train, motivate, and support volunteers with diverse backgrounds, experiences, and abilities.
- Ability to work independently and collaboratively while demonstrating creativity, adaptability, sound judgment, and professionalism.
- Ability to work occasional evenings, weekends, holidays, and special events as required.
- Valid Texas driver's license or ability to obtain one within a timeframe approved by the Museum.
- Ability to lift up to 35 lbs. and stand, sit, or walk for extended periods of time.

Additional Qualifications Desired:

- Knowledge of World War II, particularly the Pacific War, and an interest in sharing history with public audiences.
- Experience working with volunteers, docents, interpreters, or living history groups in a museum, historic site, educational, or nonprofit setting.
- Familiarity with interpretive approaches such as object-based learning, demonstrations, facilitated dialogue, and living history.
- Training or certification in interpretation, volunteer management, museum education, or related fields.

Compensation and Benefits

This is a Full Time, salaried position in the range of $50,000-$60,000 with health insurance, sick leave, paid vacation, and holidays. A 403-B retirement savings account is offered.

To Apply

Please submit resume, cover letter with desired salary, and the names of three references to Kyna Stys, the Director of Education and Museum Programming at Kstys@NimitzFoundation.org