



DIRECTOR OF EDUCATION

Job Description

History San José, the largest regional history museum in Northern California, is seeking an individual to take on the role as the next Director of Education. The primary responsibilities of the Director of Education are twofold: the first is to ensure that History San José's educational programs, which currently serve over 20,000 students, are of the highest quality, incorporating current scholarship and best practices; and the second is the development and implementation of engaging public programs that serve more than 110,000 visitors annually, cultivating lasting community relationships.

About History San José

History San José manages 31 historic structures at two locations: History Park and the Peralta Adobe—Fallon House Historic Sites. Our passion is to preserve and celebrate Santa Clara Valley's dynamic history by creating exhibitions featuring our collections; engaging the community in fun, hands-on programs and events; and offering award-winning school programs that align with and support the Common Core State Standards and new College, Career, and Civic Life (C3) Framework for Social Studies. Topics addressed in our school programs include immigration, the westward movement, and the rancho era.

Structure

The Director of Education reports directly to the President & CEO
Supervises approximately 15 part-time Museum Educators and volunteers

Responsibilities/Duties

Work with staff as appropriate to create and implement educational programs and curriculum that serve the diverse communities of San José and the Santa Clara Valley.

Create educational programs that meet or exceed the standards of California's Common Core Curriculum Standards.

Provide training, direction and supervision to educational staff and volunteers to effectively deliver school and public programs.

Supervise educational staff and volunteers to accomplish objectives within a team environment of mutual respect and support.

Develop and direct implementation of site interpretation guidelines, standards, and program evaluation tools.

Identify and implement appropriate methods and technologies for expanding public access to and involvement with History San José's educational programs.

Oversee, contribute to, and support education staff in developing interpretive materials, thematic tours, public programs, teacher workshops, and other educational services for school and public audiences.

Cultivate partnerships with universities, school districts, government agencies and community groups to enhance History San José's educational and public programs offerings.

Evaluate audience needs and program effectiveness and use findings to shape future public programs.

Work with President & CEO and other staff members to provide support for Museum-wide projects.

Work with the President & CEO to identify and secure public and private grants to support educational and public programs.

This position description is not intended to be all inclusive, and the employee will perform other reasonably-related tasks as assigned by the immediate supervisor and other management as required.

Knowledge, Skills, and Abilities

Ability to engage with a variety of diverse (ethnic, age, income) community partners.

Ability to develop high quality programs for learners of all ages and types.

Proven knowledge of museum interpretive techniques and an understanding of how people learn in museum environments.

Knowledge of California school curriculum requirements and standards.

Proven ability to manage paid and non-paid staff to accomplish objectives.

Documented success in engaging volunteers to contribute to educational and public programs.

Documented knowledge of project management, including organization, scheduling, budgeting, implementation, and program evaluation.

Demonstrated ability to manage multiple projects simultaneously, on time, and on budget.

Proven skills in common office computer programs: word processing, spreadsheets, email, database management, websites, and graphics.

Requirements

Graduate degree (MA or MS) in education, museum studies, or another field related to History San José's mission and programs.

Five years' experience in educational programs in a museum or cultural organization.

Two years must be in a senior education position in a comparable museum or cultural institution.

Preferred Characteristics

Written and oral fluency in non-English language(s) common to the Santa Clara Valley.

Ability to maintain humor and good relations with others while working under pressure.

Demonstrated commitment to community-based partnerships and programming.

Documented ability to think and implement "out of the box" and to push history museums in new directions.

See change as an opportunity rather than an obstacle.

Specifications

- Exempt, management
- Reports to President & CEO