



# National Law Enforcement Museum

at the Motorola Solutions Foundation Building

## National Law Enforcement Officers Memorial Fund Job Description

<b>Position:</b>	Manager of School Programs
<b>Incumbent:</b>	Open
<b>Reports to:</b>	Director of Education
<b>Direct Reports:</b>	None

This position is an excellent opportunity for a museum professional to develop, implement, and manage a suite of new school programs in conjunction with the construction of a prestigious new museum in Washington, DC.

### Primary Areas of Responsibility:

- Responsible for the development, coordination, facilitation and delivery of a variety of educational programs geared to school groups that can be implemented as outreach efforts and ultimately integrated into the museum program catalog.
- Develop pre- and post-visit materials that supplement both outreach efforts and in-house presentations and help to position the Museum as the premier institutional for forensic programs and other mission-related educational offerings
- Develop and manage summer camp programs for school kids
- Works collaboratively with other organizations to develop and present programs.
- Collaborates with the Teacher Advisory Group to ensure school curriculum needs and interests are met.
- Responsible for writing and editing of materials related to school programs offered at the museum.
- Coordinates with Marketing and Communications staff and other museum staff to create content for a monthly newsletter.
- Works closely with museum exhibits/curatorial team in the development of fun and engaging programs that connect with the museum exhibit messages and fit the curriculum needs of the school.
- Works with Marketing and Communications staff to make sure the museum's website and all social media platforms accurately reflect program goals and reality.
- Keeps abreast of best practices and conducts new research in all areas related to museum education.
- Prepare and maintain budgets for school programs and other outreach efforts, including grant-funded projects.
- Develop and implement evaluation methods for school programs including maintaining statistics and tracking attendance.
- Work with Development to seek grant funding for school programs.
- Train and supervise museum educators and docents to implement school programs as they are developed.
- Coordinate and collaborate with Manager of Adult and Family Programs to ensure museum programs and resources are utilized in best possible way
- Other duties and responsibilities as assigned.

### Knowledge/Skills/Abilities:

- Master's Degree in Education, Museum Education, or related degree
- Minimum of 2-3 years experience working as museum educator or school teacher
- Strong knowledge of learning theories and practical experience teaching school children
- Experience developing and implementing programs
- Strong organizational, oral and written communication skills.
- Flexibility and adaptability in approach to work in a growing organization
- Ability to work evenings and weekends as program schedule requires
- Proficient computer and computer network skills, including Microsoft Office Suite
- Familiarity with the law enforcement profession is desirable
- Willingness to assist with initiatives and projects as needs arise throughout the organization

**Working Conditions:**

- Must be able to lift up to 50 pounds. Position requires frequent, sustained periods of sitting, as well as standing and movement. Work is performed in varied locations, including facilities in Maryland and Washington, DC. Position will involve an increased workload during the National Police Week and during the build and launch of the Museum.