

Job Title:	Experience & Education Manager – Wilmington Campus	Job Category:	Exempt
Department/Group: Education & Inspiration			
Location:	Wilmington, DE	Travel Required:	Minimal
Level/Salary Range:	\$42,000	Position Type:	Full-time
Will Train Applicant(s):	Yes	Posting Expires:	When filled
Applications Accepted By:			
Email: ebonagura@blackwellhr.com		Please include résumé, cover letter, and 3 professional references.	
Subject Line: DHS Experience & Education Manager - Wilmington			

The Delaware Historical Society is seeking a creative, energetic, and organized individual to join our Wilmington Campus team as the **Experience & Education Manager**. Reporting to the Director of Education, the Experience & Education Manager serves as a liaison between the Delaware Historical Society (DHM/MCAAH) and its visitors. This role includes ensuring a positive, engaging, and insightful visitor experience, as well as, developing and providing educational and programming materials.

Essential Functions and Responsibilities:

- Serve as state coordinator for [National History Day in Delaware](#).
- Develop, revise, and implement educational programs for diverse audiences emphasizing primary source based inquiry methodologies utilizing materials from the Delaware Historical Society’s Research Library and Archives.
- Develop and edit educational materials and activities used for in-person, at-home, and digital learning.
- Develop interpretation and train staff to successfully deliver guided tours of the Delaware History Museum and Mitchell Center for African American Heritage.
- Utilize distance learning and other technologies to achieve mission fulfillment.
- Assist with developing, scheduling, and executing public programming for a diverse audience.
- Hire, supervise, schedule, and train part-time interpretive staff and museum front desk staff.
- Schedule and handle payment of all guided/self-guided tours of the DHM and MCAAH, adult and student educational programs, field trips, outreach, and virtual programs.
- Track attendance, conduct visitor surveys, and collate associated data.
- Assisting in general society duties as directed.

Supervisory Responsibilities:

The Experience & Education Manager supervises Wilmington Campus Lead Museum Ambassador and Museum Ambassadors

Qualifications

Education and Experience Requirements:

- Undergraduate degree in Museum Studies, History, Education, or related field (Graduate degree preferred)
- At least 2 years' experience in museum, education, or related field

Knowledge, Skills, and Abilities:

- Strong written and verbal communication skills that adapt to a variety of ages
- Excellent organizational skills and attention to detail with the ability to handle multiple tasks simultaneously
- Proficient with basic office equipment and Microsoft Office suite
- Complex problem-solving skills to develop and implement solutions
- Ability to present and interpret history in creative ways to a variety of groups/group sizes

Preferred Skills:

- Familiarity with K–12 curriculum standards
- Knowledge of inquiry based learning and National History Day program

Additional Information

Work Schedule:

35 hours per week. Monday - Friday, 9am–5pm. Occasional evening and weekend hours required.

Benefits:

DHS offers a competitive benefits package including medical, dental, vision, life insurance, retirement plan with employer match, and generous leave time.

Physical Demands:

- Operates a computer and other office productivity machinery, such as a copy machine and computer printer
- Requires ability to lift and move large bins filled with education props and materials
- Cleans and organizes storage rooms and closets and occasionally dusts, vacuums, and sweeps museum galleries
- Long, uninterrupted periods of time standing and walking.

About the Delaware Historical Society:

The Delaware Historical Society), founded in 1864, preserves, promotes, and shares Delaware's history in a welcoming environment to educate, inspire, and empower people and communities. DHS is an independent, non-profit, non-government historical society founded in 1864. It stewards nine historic buildings, eight of which are in Wilmington and straddle the 500 block of Market Street. The ninth is the George Read II House & Gardens in Historic New Castle, situated adjacent to the First State National Historical Park, and overlooking the Delaware River. To learn more visit www.dehistory.org.