



## **Director of Education and Outreach**

The Director of Education and Outreach is responsible for the following:

Develop and implement educational programs for school children, families and adults, including research, design and production and presentation of materials for outreach programs, on-site and traveling programs, group tours and the general public.

Research and interpret the history of Raleigh for presentation in a variety of formats and media.

Work with the Curator and other staff to develop and implement educational materials, programs and tours for museum exhibits for a variety of audiences including school groups, adult groups and the general public.

Develop and implement outreach programs for a variety of community organizations and other diverse groups.

Development collaborative programs with other historical organizations to increase group visitation and promote museum services.

Work with Executive Director to apply for grants from foundations, corporations and other government agencies for educational programs, as well as develop PR materials, writing newsletters, website management/updates and other general tasks as needed.

Supervise and train museum docents, education interns and volunteers.

Qualifications:

Bachelor's degree in history, education, museum studies, or other related fields are required. Physical ability to transport and operate A/V and other museum equipment is required. Preference will be given to candidates with a Master's degree in one of the above areas of expertise and experience in teaching, museum educational programming, research and writing as well as strong interpersonal and communication skills.

Full Time – 40 hours per week, Monday – Friday, 9:00am – 5:00pm including some Saturdays and nights.

Salary and benefits negotiable based on qualifications and experience.

Send resume with cover letter and 3 references to:

Raleigh City Museum, 220 Fayetteville St., Ste. 100, Raleigh NC, 27601

Attn: Dianne Davidian, Executive Director or email to [ddavidian@raleighcitymuseum.org](mailto:ddavidian@raleighcitymuseum.org)