



**National Law Enforcement Memorial and Museum
Job Description**

Position:	Museum Program Manager
Incumbent:	Open
Reports to:	Executive Director of Programs and Exhibits
Direct Reports:	Museum Program Specialist; Volunteer and Outreach Coordinator

This position is an excellent opportunity for a museum professional to develop, implement, and manage a suite of engaging programs within an exciting team.

Primary Areas of Responsibility:

- Responsible for the development, coordination, facilitation and delivery of a variety of museum programs including panel discussions and lecture series, children and adult hands-on activities, workshops, special events, and limited outreach engagements with other community groups.
- Works collaboratively with other organizations to develop and present programs.
- Responsible for writing and editing of materials related to activities and programs offered at the museum.
- Works closely with museum exhibits/curatorial team in the development of fun and engaging hands-on activities that can stand alone as well as be integrated in museum program offerings when the museum is completed.
- Works with Marketing and Communications staff to make sure the museum's website and all social media platforms accurately reflect program goals and reality, as well as create content for a monthly newsletter.
- Keeps abreast of best practices and conducts new research in all areas related to museum interpretation and public programming.
- Prepare and maintain budgets for adult, family, and school educational programming, including grant-funded projects.
- Develop and implement evaluation methods for public programs including maintaining statistics and tracking attendance.
- Train and supervise museum educators and docents to implement programs as they are developed
- Assists with, participates in, and leads programs and events sponsored by the Museum and Memorial Fund.
- Identifies potential educational program funding sources, potential partners, and supports the process of securing funds for implementation of education-related programs and activities.
- Other duties and responsibilities as assigned.

Knowledge/Skills/Abilities:

- Master's Degree in Museum Studies, Museum Education, or related degree
- Minimum of 2-3 years' experience working in a museum
- Strong knowledge of museum interpretation and current strategies for engaging diverse audiences
- 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
- 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.