

## POSITION DESCRIPTION

<b>Job Title:</b> Director, Public Programs & Education	<b>Date:</b> September 12, 2006
<b>Department:</b> Programs	<b>FLSA Status:</b> Exempt
<b>Grade/Salary Range:</b>	<b>Emp Grp:</b>
<b>Supervisor:</b> CEO	<b>Approved By:</b>

### Reporting Relationships:

The Director of Public Programs & Education reports to the CEO or of CCHS.

The Director of Public Programs & Education supervises personnel, volunteers, interns and grant-funded staff, education staff and exhibition staff.

### General Responsibilities:

The Director of Public Programs & Education is responsible for supervising the regular day-to-day tours, school programs and education offerings of the Chester County Historical Society, develops new programs, maintains relationships with the constituents and oversees volunteer training.

### Specific Duties and Responsibilities:

- Provide day-to-day supervision of front desk/visitor services personnel, including scheduling.
- Schedules group tours for school and adult groups
- Schedules on site programs for school groups, scout groups and adult groups as requested
- Participates and supervises set up for school, family and scout programs
- Manages traveling trunk program
- Creates new trunks as applicable and funds allow
- Manages the speakers' bureau
- Manages CCHS' relationship with area school districts and educators
- Provides outreach services to school groups as requested
- Create & staff family programs and activities
- Gives teacher workshops and in-service seminars as requested by schools and/or school districts
- Schedule/supervise/train Museum Teaching Assistants (volunteers) in museum programs
- Oversees Museum Guides
- Serves on adult programming committee
- Serve on exhibit committee
- Implement hands-on and educational activities in conjunction with temporary exhibits

- Maintain History Lab
- Write grants for education department projects
- Write grants as requested for other projects
- Responsible for unlocking exhibit galleries/building in absence of Collections staff as needed.
- Other duties may be assigned.

### **Accountabilities:**

- Provide effective supervision of student workers, volunteers
- Ensure ongoing care of History Lab
- Represent CCHS to the volunteers, members and the community at large.
- Adherence to applicable ethical standards for museum professionals

### **Qualifications:**

- Minimum bachelor's degree in history, education, American studies or other related field; M.A. or equivalent preferred
- Two to five years of related experience, including providing reference service and supervising professional and non-professional staff
- Self-directed and the demonstrated ability to handle multiple projects at once
- Must enjoy working with the public and have a strong commitment to customer service
- Excellent verbal and written communication skills
- Knowledge of education theory and practice
- Intermediate computer skills in word processing, spreadsheets and graphics design as well as presentation software (i.e. PowerPoint).

### **Work Schedule:**

This is a full-time position subject to CCHS flex schedule rules. Occasional weekend and evening hours will be required.

### **Special Requirements:**

Overtime and Weekend Work will be required.

Dress: Business Casual Daily; Business Attire will be required for some specific events.

Must be able to lift, maneuver or move up to 40 lbs.

Must speak, read and write English.

### **Special Skills:**

Communication (written and verbal); "people skills;" knowledge of education theory and practice; knowledge of regional history, be comfortable with public speaking and presentations.

*This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.*