

JEWISH MUSEUM MILWAUKEE

Education Manager

The Jewish Museum Milwaukee (JMM), located on the bluffs overlooking Lake Michigan in the vibrant and diverse Lower Eastside of Milwaukee and steps from the dynamic downtown, has an opening for an experienced and energetic Education Manager. The Museum tells the story of the Jews through the lens of Southeastern Wisconsin. Its stated impact goals are to build bridges to diverse groups and to use Jewish history, art and values to explore contemporary issues of importance. JMM is on a growth trajectory and on good financial footing.

The Museum has a permanent exhibit, 3 special exhibits per year, 40+ exhibit-related programs, 3 ongoing virtual series, an active archive and educates over 3000 school children per year. As a member of the team, the Education Manager sets the vision and implements school, teacher and senior programming, oversees an active docent corps, develops meaningful community partnerships and is a critical participant in brainstorming, selecting and implementing community programs.

Summary/Objective

Under supervision of the Executive Director, the Education Manager is responsible for: the research, development, and implementation of innovative educational programming for broad and diverse audiences presented in various live and on-line formats. In this role the Education Manager plays a vital role in sharing the Jewish story and the life lessons it brings, building bridges between diverse groups with shared histories, exploring contemporary events through the lens of Jewish history and art and using Jewish values to contemplate current events and issues. The Education Manager plays a critical role through developing and implementing, school tours and curriculum, senior activities through the Spark! initiative, family activities, and community programs. S/he also is a key member of the Museum team and has significant input into our short and long-range plans.

1. Participates in grant writing and fund development in support of educational programs. Tracks and reports on data for funder reports.
2. Develops and coordinates outreach to schools, senior centers, groups and the community.
3. Expands volunteer docent base and increases visitation to the Museum.
4. Acts as one of the public faces for community programs including introducing and interviewing presenters. As part of the team, identifies programs and speakers for the Museum's ongoing and exhibit-related programs.

Essential Functions

- Provides leadership for Museum's educational vision that fit with our mission and, where appropriate, the community's funding priorities, and considers the funding landscape when planning.
- Develops a long-term and annual plan for educational programs. Assists with budget preparation and allocation of resources for educational programs and activities.
- Plans, implements and supervises school-based programs and partnerships, including the development of relationships with teachers and schools both public and parochial. Develops statewide virtual educational plan that incorporates the Holocaust Education law requiring Holocaust education. Maintains knowledge of and develops curricula to meet federal and state standards.

- Develops summer and/or after school intensives that meet community needs and goals, especially for at-risk youth.
- Works closely with curatorial, archival and designs teams to develop interpretative materials.
- Represents the Museum in educational settings, at conferences, and in the community at large. Develops, updates and maintains various community outreach programs.
- Recruits, trains, coordinates and supervises docents, ensuring an engaged and effective core team of regular volunteers. Develops training materials for each special exhibit and, with the curator, trains the docents. Develops a core team of docents capable of digital delivery.
- Working with graphic designers and Museum staff, develops educational and public programming marketing materials and outreach strategies.
- Serves as staff lead to the Education Committee of the Board.
- Tracks group and school sales and tour payments. Follows up with past due accounts.
- Provides oversight of the educational materials collection, including review, maintenance and cataloging of objects in the collection.
- Keeps the educational community informed of programs through regular outreach and relationship building.
- Develops education workshops and programs for teachers.
- Develops educational materials. These may include but are not limited to educators' guides and packets, family guides, special brochures, web-based materials, blogs and articles for the newsletter.
- Oversees the Spark! initiative for people with memory loss, partnering with Ovation senior center and incorporating other senior communities.
- Is familiar with the archives in order to utilize in programming and presentations.

Additional Functions

- Utilizes assessment and evaluation strategies for museum programs and educational content. Uses assessments to inform future programs.
- Provides input into general museum planning and development.
- Works programs including set-up, technology needs, check-in and greeting.
- Attends exhibit and special exhibit committee meetings.
- Conducts tours for the general public and donors.
- With the team, stewards donors, members and partners.
- Other projects as assigned

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required Experience

- Bachelor's degree in Judaic Studies, History or Education. Master's degree preferred.
- 3 to 5 years of informal educational experience, preferably in a museum.

Required Skills/Abilities

- Judaic and broad-based historical knowledge required, basic Hebrew a plus. Knowledge of visual art a plus.
- Polished public presentation skills.
- Ability to use independent judgment and to manage and impart information to a range of clientele and/or media sources.
- Ability to develop and present educational programs and public presentations.
- Knowledge and understanding of the Museum's goals and objectives.
- Ability to recruit, train, supervise, and motivate volunteers.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of community constituencies and in a team.
- Strong writing and presentation skills. Ability to create, compose and edit written materials.
- Stays abreast of current events in order to make connections between historical events and relevant issues of today.
- Ability to work evenings and Sundays.
- Proficient knowledge of Microsoft Word, Excel, Outlook, Power Point, social media sites, and web design.
- Broad knowledge of and experience in best practices in museum education
- Knowledge of digital-based programming platforms including Zoom, Teams, and digitally assisted interactives to enhance learning objectives.

Supervisory Responsibility

- This position manages the docent program.

Work Environment

- Office and museum based

Compensation and Benefits

- JMM offers a competitive compensation and benefits package including health, dental, a 401(k) match, Flexible Spending Account and a generous time off benefit. Salary range is \$45,000 to \$60,000 dependent on education and experience

APPLICATION INFORMATION:

The Jewish Museum Milwaukee seeks to recruit and retain talented staff from diverse backgrounds. JMM does not discriminate on the basis of personal status or group characteristic including, but not limited to race, color, religion, national or ethnic origin, age, sex, disability, veteran status, sexual orientation, gender identity or expression, genetic information, ancestry, or marital status.

Please submit a cover letter, résumé, and contact information for three references to: Executive Director Jewish Museum Milwaukee, 1360 N. Prospect Ave., Milwaukee, WI 53202 or submit online to HR@MilwaukeeJewish.org. The review of applications will commence immediately and will continue until the position is filled.

The Jewish Museum Milwaukee is an Equal Opportunity Employer, including Disability/Veteran.