

Education and Public Engagement Manager

POSITION OVERVIEW

- Status: Full-Time, Exempt. Periodic evenings required; normal work week is Sunday – Thursday.
- Compensation: \$54,000 to \$58,000 annually DOE. Benefits include health coverage, paid holidays, sick days, vacation days, and eligibility in LJHS's retirement plan after 3 months of employment.

POSITION SUMMARY

Reporting to the Executive Director, the Education and Public Engagement Manager is responsible for all aspects of the organization's education and public programs, community outreach, and visitor experience. This position serves as the primary liaison to community partners, educators, and schools. They are responsible for the development and implementation of interdisciplinary, inclusive programs that engage audiences of all ages and encourage exploration of history, art, architecture, culture and ideas. The Education and Public Engagement Manager will build collaborative relationships with partners from throughout the San Diego region and foster engagement with diverse communities. The Manager will thoughtfully build new audiences while addressing existing membership and community. They will serve as a key representative of La Jolla Historical Society in both onsite and external settings.

RESPONSIBILITIES

- Develop, implement, and evaluate collections-based and exhibition-themed public programs, including onsite and virtual school visit program for K-12 and college age students, tours for adult audiences, and spring and summer camp programs.
- Prepare exhibition-specific interpretive materials for in-gallery visitors and public program participants.
- Identify outreach and partnership opportunities that support LJHS's commitment to serving as a community resource and gathering place and expand LJHS's service and relevance to diverse audiences in the San Diego region.
- Manage all aspects of All Ears Oral History Program through onsite interview workshops and distribution of oral history curriculum to San Diego County schools.
- Develop and manage budgets for all education and outreach programs in consultation with Executive Director.
- Develop and manage contracts with program partners and consultants as needed.
- Assist Executive Director with foundation, corporate and institutional grants that support education and outreach programs.
- Prepare promotional materials including email and social media communications to help market education and outreach programs to broad audiences across multiple platforms.
- Supervise schedule, training, and scope of work for in-gallery volunteers.

- Arrange equipment and classroom furniture in Balmer Education Center and outdoor spaces as needed for wide range of programming and manage program materials and supplies.
- Ensure that education programs and outreach efforts support LJHS's commitment to be responsive to and inclusive of diverse audiences.
- Conducts independent research and assists with special projects, special events as needed.
- Additional duties as required.

QUALIFICATIONS & REQUIREMENTS

- Excellent written and verbal communication skills, and proven ability to work well with colleagues and community partners.
- Professional experience in program development for a wide range of ages and audiences in the non-profit cultural sector.
- Experience developing and facilitating community engagement.
- Interest in culture, history, art and architecture, oral history, and historic preservation.
- Commitment to diversity, equity, accessibility, and inclusion.
- Ability to use independent judgment to resolve situations as they arise.
- Proactive attitude, creative and strategic thinker, team player.
- Proven ability to work on a variety of projects simultaneously, strong project management skills, and attention to detail.
- Demonstrated literacy in Microsoft Office suite of programs.
- BA in a related field, e.g., history, museum studies, arts administration, art history, K-12 education or other related field required. Master's degree desirable.

TRAVEL

- Reliable transportation to work, community events, and to meetings with community partners, contractors, and educators.

WORK ENVIRONMENT

Position requires periods of standing, walking and/or sitting in an office setting, museum and exhibition spaces, outdoor park, and classroom. The role requires use of office equipment and frequent arranging of classroom furniture. While performing the duties of the position, the employee is required to communicate, exchange information, and engage in conversation.

HOW TO APPLY

Application Deadline: September 25, 2023

Please email a cover letter and current resume/CV to info@lajollahistory.org with the subject line **Education and Public Engagement Manager**. No phone calls please.