

**Title:** Education Manager

**Hours:** Full Time; weekend hours required seasonally; occasional overnight and evening hours required.

**Compensation:** Exempt position; salary commensurate with experience; generous benefits

**Reports to:** Superintendent of Waterfront & Strategic Initiatives

**Description:** The Education Manager is devoted to developing and delivering educational and interactive components and lessons to enhance the visitor experience. Responsibilities range from developing lessons for field trips to working with a team to create educational components for new and existing exhibits within the Museum and Historic Ships. This person will help grow educational programming and is a key member in implementing ISM’s strategic plan.

**Qualifications:**

* Minimum of a bachelor’s degree in education, museum studies, museum education, science, history or related subject, Master’s degree a plus
* At least two years progressive experience in education
* Familiarity with NGSS Standards
* Experience developing lesson plans and curriculum aligned with PA state standards
* Experience and confidence in teaching and managing children, youth, and adult groups
* Excellent oral and written communication skills
* Independent thinker able to take the lead on projects and tasks
* Ability to organize and work with a diverse team in person and remotely
* Familiarity with developing and implementing hands-on interactive programming
* Strong computer skills, including ability to use Microsoft Word, Excel, and PowerPoint. Knowledge using 3D printers, a plus.
* Ability to network professionally and effectively represent the Museum to potential visitors, funders, and partner organizations.
* Self-motivated and proactive in completing own work
* Patience and strong attention to detail
* Knowledge of best educational practices with ability to translate them to museum programming.

**Essential Duties:**

* Plan and develop curriculums based on state and local standards for the schools that utilize the Museum including teacher professional development.
* Evaluate existing educational programming for alignment with local school curriculum
* Develop and deliver engaging activities and lessons for visitors, utilizing museum exhibits, collections, and historic ships
* Serve as outreach representative to involve partnerships with community organizations in education projects. This includes attending meetings with community leaders, local school districts, and other similar organizations.
* Oversee educational content of all programs with a particular attention to program design, development, and logistics.
* Work within Education department team in day-to-day responsibilities and long term planning.
* Work cooperatively with other departments in the development of interdisciplinary programming and with Marketing and Communication Departments in promoting educational programs to wide and diverse audiences.
* Serves on committees both internal and external pertaining to programming initiatives of the Museum
* Train other staff members to assist with education program support as needed.
* Assist with developing and tracking Education Department budget and expenses.
* Perform other duties as assigned.

The Independence Seaport Museum is an Equal Opportunity Employer that values diversity, inclusion, and equity as matters of fairness and effectiveness. We are committed to hiring and retaining a staff that reflects the diversity of the communities we serve, fostering an inclusive working environment where staff of all backgrounds feel welcomed and engaged in our mission. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

To apply:

Submit a brief cover letter and your resume to us via <https://phillyseaport.efficientapply.com/jobs/> . No phone calls.

Independence Seaport Museum deepens the appreciation, understanding and experience of the Philadelphia region’s waterways through history, science, art and community. For more information, please visit [www.phillyseaport.org](http://www.phillyseaport.org).

We are located on Penn’s Landing at 211 S. Columbus Blvd., Philadelphia, PA 19106. The Museum is easily accessible by public transportation and nearby parking and is ADA accessible.