



575 3rd Street, NW  
Washington, D.C. 20001

202-789-0900

[CapitalJewishMuseum.org](http://CapitalJewishMuseum.org)

## Education Manager, School, Youth, and Family Programs

### Position Description

**Position:** Education Manager for School, Youth, and Family Programs

(Full-time, exempt)

**Organization:** Capital Jewish Museum

**Department:** Education

**Reports to:** Executive Director

The Lillian and Albert Small [Capital Jewish Museum](http://CapitalJewishMuseum.org) seeks an experienced educator to work closely with the Executive Director and our small professional team to serve school and family audiences with excellence and move the Museum forward at this exciting critical juncture. The newest addition to the cultural landscape of DC, we are completing the building and exhibitions and preparing to open to the public in June 2023.

### Duties and Responsibilities

- Oversee all services and experiences for school groups, family, and youth audiences.
- Conceptualize, design, and implement curriculum, school visits and field trips, effectively linking the Museum exhibitions and content to State Standards, curricular goals, and teachers' needs.
- Design and implement programs for families and intergenerational audiences
- Participate as active member of Education team, along with Education Manager for Programs, and Education Coordinator, volunteers, and interns.
- Lead walking tours and train new guides.
- Conduct school group visits and train other staff and volunteers to facilitate visits.
- In partnership with the Education and Curatorial teams, plan activities and resources for our Community Action Lab—as an extension of the core exhibition and a lively expression of the “Act” segment of our mission.
- Manage School programs and visit logistics, with Education Coordinator.
- Assist with grant proposal development as it relates to school, youth, and family audiences.
- Build partnerships with other collegial, museum, and community organizations; school systems in DC, suburban Maryland, and Northern Virginia, Jewish day and religious schools, other parochial, independent, and charter schools.
- Develop discovery carts and tactile exhibit exploration kits for families.
- Occasional evening and weekend work required.

### Skills, Abilities and Qualifications

- Five+ years in increasingly responsible education or museum education positions.

- Proven record of success in education in the metro Washington, DC area is a strong asset.
- Classroom experience a plus.
- Knowledge of Jewish life and history and DC regional history valued; interest and commitment to urban and social justice issues a plus.
- Experience, comfort, and demonstrated success working with students and across intergenerational audiences.
- Passion for the mission of the Museum and audience engagement.
- Energetic, creative, and organized with impeccable professional accountability and work ethic.
- Excellent written and oral communication, presentation, and interpersonal skills.

### **About the Capital Jewish Museum**

The Capital Jewish Museum is a new Jewish history and culture museum under construction (and nearly complete) located at 3rd and F St. NW, Washington, DC, just a block from the National Building Museum, and short walk from Union Station. The Museum will open our doors to the public in late spring 2023. The new Capital Jewish Museum explores the Jewish experience in the national capital region, CJM inspires visitors to connect, reflect and act: connect personally and collectively, reflect on the relevance of the past to today, and act on behalf of their values and communities.

### **Salary and Benefits**

Salary commensurate with experience within the range of \$55,000-60,000. The Capital Jewish Museum offers a generous vacation schedule, and benefits package that includes health insurance (employer pays 75% of employee), Metro Stipend, Life Insurance, and a 403b retirement account with a 3% employer match after a vestment period.

### **To Apply**

Interested applicants are asked to please forward a resume and cover letter in a single PDF to [info@capitaljewishmuseum.org](mailto:info@capitaljewishmuseum.org). Please put in the subject line Edu/your name.

Offer of employment contingent upon a pre-employment background check and proof of vaccination against COVID-19.

We value a diverse workforce and an inclusive culture. CJM encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, disability, and veteran status.

