



National Building Museum - Job Description
Manager of Youth & Community Programs

Department:	Education	FLSA:	Exempt
Reports to:	Director of Youth Programs & Engagement	Compensation:	Salary
Supervises:	Youth Programs Coordinator Museum Educators (PT)	Date:	October 2024

The National Building Museum inspires curiosity about the world we design and build.

We are a private non-profit institution that transforms understanding of the history and impact of architecture, engineering, landscape architecture, and design. The National Building Museum educates, entertains, and engages people about the built environment and challenges them to advocate for a sustainable and equitable future.

Position Description

Under the direction of the Director of Youth Programs and Engagement, this position leads the conceptualization, development, implementation, evaluation strategy and operational plans for PK-12 and intergenerational programs, which will include meeting with area elementary school principals, teachers, administrative staff, and community-based organizations to develop partnerships on behalf of the Museum.

Essential Duties and Responsibilities

Conceptualizes, plans, and executes facilitated and self-guided interdisciplinary education and community focused programs for intergenerational and professional audiences that build on museum exhibits, installations, and programmatic goals.

School Programs

- Oversees all aspects related to School Programs, including on-site school class visits, satellite school programs, summer camp groups, and revenue goals
- Manages part-time educators, and substitutes for educators when needed
- Manages contracts for community partners and program participants based on the Museum’s cultural calendar of events, coordinates AV equipment and other program needs
- Collects and analyzes program attendance data
- Develops and implements quantitative and qualitative evaluations for programs
- Generates reports using attendance data and qualitative evaluation to be used in determining direction for school and community programs
- Trains museum educators and new staff on core school programs; observes and evaluates educators on a semi-annual basis
- Develops PK-12 programming based on new and upcoming exhibitions and initiatives
- Work with educators across the department, in other departments, and with partners to develop, implement, and evaluate programming

Community Engagement

- Work with Director of Youth Programs to develop short and long-term vision for community engagement programming
- Adapt short and long-term vision for community engagement programming into robust schedule of programs where you will be responsible for implementing and assessing the successes and failures of each program.
- Oversee all community engagement programming
- Develop and maintain partnerships with community organizations, city agencies, and others
- Develop new partnerships to extend the museum's impact, particularly among historically under-represented and under-invited constituencies.
- Develop, implement and assess programs for NBM that work towards establishing the museum as a welcoming and neighborhood place for all members of the community
- Supervise part-time educators working on community engagement programs
- Advance DEAI practices for the organization

Other Duties

- Supervise the Youth Programs Coordinator, part-time staff and volunteers directly working with youth programs
- Monitor and maintain annual budgets established with the Director of Youth Programs
- Manage communication about community engagement programming with Education Department and across the Museum, especially with Marketing and Communications, Development, and Visitor Services departments
- Work closely with other departments like marketing and development to ensure youth programs are marketed appropriately and that they meet the requirements laid out by funders
- Advance the Museum DEAI plan and serve as a thought leader on our external DEAI initiatives
- Other duties as assigned

Qualifications and Requirements

- Minimum of an undergraduate degree in applicable fields like education, museum studies, or specific content areas is preferred.
- A minimum of 5 years related experience working in fields like classroom education, informal education or the museum field. A combination of classroom education and museum education strongly preferred.
- Knowledge of Microsoft Office Suite including Outlook, Word, Excel, and Teams.
- Demonstrated attention to detail with an ability to meet deadlines and prioritize multiple tasks.
- Excellent writing and interpersonal skills.
- Flexible, professional, friendly manner.
- Ability to work select evenings and weekends.
- Passion for architecture, urban planning, and other fields related to the building arts preferred.
- A love for learning and a sense of humor.

What We Offer

Full-time employees are eligible for the following benefits:

- Medical, Dental and Vision insurance
- Employer paid Life and Disability insurance



- Hybrid schedule
- 11 paid holidays
- Generous paid time off policy
- 403 (b) plan with match
- Museum Shop discounts
- Free on-site parking

Our Commitment

At the Museum, we pursue diversity and endeavor to create an inclusive and accessible environment for our staff, visitors, stakeholders, and Board members. We value diverse perspectives and believe the power of diversity enriches us all. Creating an inclusive environment is critical to every individual's work. We are an equal opportunity employer, and we encourage candidates from historically underrepresented groups to apply.