

## **Oberlin Heritage Center Museum Education and Tour Manager**

### **Position Description**

The Oberlin Heritage Center (OHC) seeks a Museum Education and Tour Manager (METM) to engage diverse residents and visitors using the nationally significant and inspirational history of Oberlin, Ohio. The primary responsibilities of the METM include managing, developing, implementing, and evaluating K-12 educational programs, on-site and off-site tours, youth and adult outreach programs, and community events. The METM also recruits and supervises volunteers and interns and assists with research projects, maintenance of the organization's website and social media networks, and other projects in accordance with the institution's strategic plan and mission. This is a full-time position with a 40-hour work week, including Saturdays and some evening duties. The METM reports to and works closely with the Executive Director and also works closely with three other staff members and a varied team of volunteers and student interns. This person will often be a front-line employee at events and at the museum and must be able to embody the community-oriented mission of the organization.

OHC is an award-winning non-profit, community-based historical society and historic preservation organization in the city of Oberlin, Ohio that operates a complex of historic sites and offers extensive programming and tours. It preserves, collects and interprets the history of this nationally significant, diverse college town located 35 miles southwest of Cleveland. It is accredited by the American Alliance of Museums. The 400-plus member organization has two full-time employees, 4 part-time employees, and numerous interns and volunteers.

The Oberlin Heritage Center is an equal opportunity employer. Applicants with diverse backgrounds and experiences are strongly encouraged to apply. For more information about the organization, visit [www.oberlinheritagecenter.org](http://www.oberlinheritagecenter.org).

**Application Due Date:** June 24, 2022 by 11:59 p.m.

**Expected Start Date:** August 23, 2022

**Hours:** 40 hours per week, typically Tuesday through Saturday but with flexibility; must be able to work a majority of Saturdays and occasional evenings.

**Pay:** \$40,000-42,600, commensurate with experience

**Benefits:** Paid vacation, holiday, and sick leave; cost of living benefit; employer matched retirement plan

**Note:** The Oberlin Heritage Center has adopted a COVID-19 vaccination or approved exemption requirement for all employees.

**Application Materials:**

- Required: cover letter, resume, and contact information for three professional references (who will not be contacted until the applicant has been notified)
- Optional: Sample lesson plan or educational materials (no more than two)
- Applications must be emailed to [oberlinheritagecenter@gmail.com](mailto:oberlinheritagecenter@gmail.com) with the subject line “METM Position.” Mailed applications and applications submitted through job search portals will not be accepted.

**Primary Job Duties:**

- Manage ongoing tour offerings, group tour reservations, and outreach programs, including preparing resources, training and scheduling volunteers, setting and communicating program schedules, gathering and responding to feedback, and leading tours and programs as needed
- Coordinate and/or teach youth day camps during spring break and the summer (approximately 4-5 weeks a year)
- Research and develop new educational programs in relation to relevancy and OHC’s strategic goals
- Cultivate relationships with area educators and other community groups
- Manage human resources related to OHC’s educational services, including hiring, training, and supervising interns and volunteers
- Track strategic and ongoing successes and challenges
- Assist with related grant applications and reporting
- Assist with OHC’s participation in community events

**An ideal Candidate Will:**

- Have a sincere desire to meet and engage with people; treat everyone with respect, courtesy, and attentiveness.
- Be a team player; lend a hand with projects outside of defined job duties and have the organization’s mission foremost in mind.
- Complete projects in a timely and professional manner despite interruptions.
- Have a high attention to detail that results in final products that require minimal oversight or correction.
- Maintain detailed schedules of tours, programs, and events.
- Be proactive and innovative when it comes to improving guest experiences and staying current with how to respectfully interpret social history.
- Be receptive to feedback and actively strive for best practices in the museum and non-profit fields.

**Required Skills / Experience:**

- Minimum of an undergraduate college degree and three years of applicable experience working in a similar professional field, such as a historic site, museum, school, or non-profit
- Enjoy teaching and interacting with people of all ages and be eager to learn
- Committed to historical accuracy and able to engage the museum's diverse audiences; familiar with varied learning preferences, special needs, current trends in public education curricula, and teaching using primary sources
- Excellent written and oral communication skills, including public speaking
- Understand data collection for evaluating program success
- Comfortable using the telephone to coordinate tours and speak with constituents
- Work both independently and in cooperation with staff, volunteers, and interns
- Manage multiple tasks within established deadlines and be productive in a fast-paced, service-oriented environment. Be prompt in communications.
- Engaging, courteous, and professional when serving visitors and the community
- Proficient with core computer skills, such as Microsoft Office products, Google products, and their respective slide display software; Zoom or similar program
- Able to climb stairs within the historic buildings; able to lift 20 lbs
- Reliable access to transportation for offsite projects, meetings, and programs

**Desired Skills / Experience:**

- Familiarity with Ohio Learning Standards
- Familiarity with International Baccalaureate learning standards (Oberlin schools)
- Advanced training or certification in related fields, such as interpretation
- Connecting with communities and diverse audiences through history
- Volunteering with or leading community organizations or boards
- Supervising staff members, interns, and/or volunteers
- Managing website content
- Planning and coordinating events
- Creating content for and managing social media
- Graphic design, digital photography, photo editing, video editing
- Design platforms such as Canva or the Adobe Creative Suite
- Knowledge of database programs such as Past Perfect and Donor Perfect
- Award nomination writing; volunteer and/or employee recognition initiatives
- Grant writing
- Conducting oral histories and research projects using primary sources
- Knowledge of American history, Oberlin history, architectural history, historic preservation, and/or decorative arts