



Museum at Eldridge Street Director of Education & Public Programs

Organization Background

The Museum at Eldridge Street, a non-sectarian cultural organization in Lower Manhattan, was founded with a mission to restore and interpret its home, the historic 1887 Eldridge Street Synagogue, and serve people of all backgrounds with educational and cultural programs inspired by the landmark building and its gateway Lower East Side neighborhood.

Summary

The Museum is seeking to hire an experienced full-time Director of Education and Public Programs to oversee the Museum's content-driven programs and events. This role will lead, oversee, and expand school, access, adult education, and community programs guided by a collaborative partnership approach. Ability to work some early evenings, work nights, weekends, or holidays on occasion required.

Essential Duties and Responsibilities

- Conceptualize, develop, and execute a year-round calendar of mission-driven virtual and onsite programs and cultural events for audiences of all ages including school, adult, and access groups
- Working with the Museum's Senior Educators, create and implement K-12, College/University, and Adult Education curricula
- Establish, manage, and grow audience groups and community engagement through partnership-building and developing new cultural programs such as lectures, family programs, concerts, and more
- Oversee and execute signature events such as the Egg Rolls, Egg Creams, and Empanadas Festival
- Lead educational programs and classes for school groups
- Grow initiatives and programs for visitors with disabilities
- Create content and programs through the lens of embracing diversity, equity, accessibility, and inclusion
- Develop, write, and edit interpretive/educational content and materials for grants, brochures, Museum website, etc.
- Work closely and collaboratively across Museum departments to manage and oversee budgets
- Maintain Museum data systems and reporting documents, including monthly statistics
- Serve as the primary point of contact for schools, partners, etc.
- Implement program evaluation initiatives to maintain quality programming
- Work closely with Visitor Services on managing resource materials for guided tours and other Museum content

Qualifications

- 7+ years of museum education experience, with at least 3 years in a leadership role managing staff and working with K-12 groups
- Experience in object/inquiry-based learning
- Proven track record of developing and implementing programs and events to grow audiences

- Excellent leadership, communication, and organization skills
- Experience advancing and advocating for equity, inclusion, and accessibility
- Excellent communication and storytelling skills including verbal, written, and interpersonal
- A deep commitment to the mission and goals of the organization
- Awareness of current issues and events that impact the museum and cultural organization industry
- Superb attention to detail with ability to handle multiple projects in a fast-paced environment
- Ability to interface with wide range of constituent groups
- Experience with managing virtual or hybrid programming preferred
- Our ideal candidate is passionate about the Museum at Eldridge Street’s mission, American Jewish history and history in general.

COMPENSATION: The salary for this position is \$75,000 - \$85,000. Parental leave policy allows for 12 weeks of paid leave. In addition, we provide a 403 (b) retirement plan with annual budget-based employer contribution (3% in FY21); generous vacation, personal, and sick time; and a holiday schedule that honors religious practices within the staff.

To apply, please email a COVER LETTER and RESUME and how you learned about the position, with “Dir. Education & Public Programs” in the subject line to: Bonnie Dimun at bdimun@eldridgestreet.org.

The Museum at Eldridge Street is an equal opportunity employer. As such, the Museum provides equal employment opportunity for all employees and applicants without unlawful discrimination with respect to age, citizenship status, color, creed, disability, ethnicity, gender identification, marital status, military status or veteran, national origin, political association, race, religion, sexual orientation or any other classification protected by federal, state and local laws. The Museum at Eldridge Street is a 501-c-3 tax-exempt organization.