



Two Open Positions: Manager of Youth Programs and Manager of Adult Programs

Manager of Youth Programs

Background and History

In December 2019, the Jackie Robinson Museum will open under the Jackie Robinson Foundation (JRF), a public, not-for-profit national organization founded by Rachel Robinson in 1973 as a vehicle to perpetuate the memory of Jackie Robinson and his achievements. The museum will chronicle Robinson's trailblazing accomplishments against the backdrop of United States history, from his birth in 1919 to today. Museum visitors will explore key moments of his life through narrative, interactives, media, and artifacts. Invoking Robinson's role as a champion for social and economic equality, the museum's programming will serve as a catalyst for dialogue on today's social issues.

The museum seeks a Manager of Youth Programs-- a unique opportunity to design and implement a robust educational program fostering dialogue around topics related to current social challenges from the ground up. This is an ideal opportunity for an entrepreneurial leader who is passionate about bringing the legacy of an American hero to life through dynamic educational programs that inspire and better our community. Reporting to the Director of Educational Programming and working closely with the Manager of Adult Programs, the Manager of Youth Programs will work with a small team to execute their vision.

What are the responsibilities of this position?

The Manager of Youth Programming will:

- Take a lead role in designing the strategic goals, vision, day-to-day and long-term implementation plans, and evaluation model for all children and adolescent programming on and offsite. Programs must explore Mr. Robinson's legacy of advocating for "first class citizenship" for all Americans.
- Create and execute an inaugural year plan, a three-year plan and a five-year plan for four programming initiatives, taking into consideration a variety of learning styles and needs: toddler programs, field trips for Pre-K through 12th grade, intergenerational programs, and out-of-school time initiatives for students.
 - a. Toddler Programs: Programs will include art making, music and dance, play, and museum exploration to develop character education through understanding that one life can make a difference.
 - b. Field Trips: Program strands will include Social Studies, STEAM, and Character Education to teach about Robinson's life and legacy in the context of US History. The use of music, dance, media and technology, and oral history will be gelled with museum exploration of primary sources. Culminating activities will encourage action beyond the museum visit.
 - c. Intergenerational Programs: Programs may include drop-in activities, physical education and nutrition classes, special events with celebrity guests, movie screenings, and sports- related celebrations and activities.
 - d. Out-of-School-Time Programs: Programs may include camps for elementary and middle school students, leadership academies for teens, and team building activities for youth sports teams and other groups.
- Cultivate and manage relationships with various stakeholders engaged in the museum community, specifically students, teachers, parents, and community leaders.
- Create ongoing feedback systems and processes to understand the strengths and challenges of the programs and use that data to improve overall practice and day-to-day logistics while maximizing earned income and attendance.
- Oversee budgets for youth programs.
- Maintain, synthesize, and apply current knowledge and research on museum programming and practice.
- Develop a recruitment, hiring, training, and engagement plan for professional museum educators.
- Maintain high quality of programs by overseeing curriculum development and observations of museum educators.
- Oversee the development and tracking of educational materials, including but not limited to pre, during and post visit materials, both in print and online.

- Strategically teach programming as needed.
- Perform other duties as assigned.

Who are we looking for? (an equivalent amount of training, education and experience will be considered)

- Candidate will have a Bachelor's degree in education with a background or interest in race relations and/or sports history. A concentration or advanced degree in Museum Studies/Education/Special Education, Non-profit Management, or content areas that focus on the critical study of race and culture is ideal.
- The ideal candidate will have experience modifying and delivering programs for individuals with physical, sensory, cognitive, emotional or developmental disabilities.
- Knowledge of US history of civil rights and activism, sports, and the connection between these subjects to contemporary social justice activism is key to this role.
- Demonstrated ability to speak about or navigate conversations around equity, stereotyping, and systemic racism with a youth audience.
- At least five years of experience researching, planning, implementing, and evaluating innovative programs for a variety of child and adolescent populations is required.
- Experience creating age appropriate materials for children and families in print and online is also required.
- Understanding the complexities of working with Department of Education is a plus.
- Working knowledge of museum education pedagogy.
- Qualified candidate must be available to work on select weekends, holidays, and evenings and will be an enthusiastic team member with strong written and verbal communication skills who have a proven track record of multi-tasking.
- Candidate must have strong organizational skills, be able to manage multiple projects, and have the ability to work independently and in a team environment.
- Teacher certification, experience working with populations in need of special accommodations, and experience managing education programs in a museum or not-for-profit setting is preferred.

What special skills or knowledge is required?

- Demonstrated creative use of understanding trends and current events to plan innovative programs.
- Demonstrated ability to discuss difficult issues with a diverse child and/or adolescent audience.
- Demonstrated ability to start initiatives from the ground up.
- Interest in collaborating across departments such as collections, security, visitor services and retail, scheduling, marketing and development.
- Superior expertise in researching, writing and/or editing written materials (e.g. speeches, presentations, press materials, talking points.)
- Superior skills in teaching programs for children and/or adolescents, including those who have specific learning needs.
- Demonstrated ability in training and leading a team of museum educators.
- Demonstrated experience collaborating with external partners and stakeholders.
- Familiarity with national and local educational standards.
- Ability to create evolving, inclusive programming reflective of the museum's potential visitorship.
- Ability to maintain macro programming initiatives while maintaining micro details regarding specific programs.
- Familiarity using media, social media, and/or technology to develop and implement programs and apps for children and adolescents is a plus.

What is the compensation and when does the position start?

The salary range is \$60,000-\$70,000. The benefits package includes comprehensive health insurance, including dental and a vacation and personal days off allowance. This position will be filled as soon as possible and will require some weekend and evening work.

How do you apply?

Email a cover letter, resume, and a sample of materials with an explanation of how they showcase your ability to perform the described responsibilities to museum@jackierobinson.org. Include "Manager of Youth Programming" in the subject line.

Manager of Adult Programs

Background and History

In December 2019, the Jackie Robinson Museum will open under the Jackie Robinson Foundation (JRF), a public, not-for-profit national organization founded by Rachel Robinson in 1973 as a vehicle to perpetuate the memory of Jackie Robinson and his achievements. The museum will chronicle Robinson's trailblazing accomplishments against the backdrop of United States history, from his birth in 1919 to today. Museum visitors will explore key moments of his life through narrative, interactives, media, and artifacts. Invoking Robinson's role as a champion for social and economic equality, the museum's programming will serve as a catalyst for dialogue on today's social issues.

The museum seeks a Manager of Adult Programming-- a unique opportunity to design and implement a robust educational program fostering community dialogue around topics related to current social challenges from the ground up. This is an ideal opportunity for an entrepreneurial leader who is passionate about bringing the legacy of an American hero to life through dynamic educational programs that inspire and better our community. Reporting to the Director of Educational Programming and working closely with the Manager of Youth Programs, the Manager of Adult Programs will work with a small team to execute their vision.

What are the responsibilities of this position?

The Manager of Adult Programs will:

- Take a lead role in designing the strategic goals, vision, day-to-day and long-term implementation plans, and evaluation model for all adult programming on and offsite. Programs must explore Mr. Robinson's legacy of advocating for "first class citizenship" for all Americans.
- Create and execute an inaugural year plan, a three-year plan and a five-year plan for four programming initiatives: public programs for adults, professional learning initiatives for Pre-K through college educators, adult group tours, and workforce and career development initiatives.
 - a. Public Programs: Programs will vary from panels and discussions with celebrity speakers and experts, to sports trivia, to social events and networking, while staying true to the museum's mission of serving as a forum for debate and discussion around race, religion, class, and gender. Programs must explore the ways in which we as a society can progress through an understanding that one life can make a difference.
 - b. Professional Learning: Programs will range from museum open houses for teachers and their families, to accredited courses such as a national teacher leadership institute, to parent events. Programs will center around an interdisciplinary approach using Social Studies, STEAM, and Character Education standards.
 - c. Adult Group Tours: Tour options will be engaging and marketable for a variety of group interests and accessibility needs for local, national, and international groups.
 - d. Workforce and Career Development: Programs will take the shape of DEAI and HR workshops for corporate staff, to using museums as sites for social change, to leading Internship and Fellowship programs.
- Cultivate and manage relationships with various stakeholders engaged in the museum community, specifically adult learners and community leaders.
- Research key individuals and trends to build political capital and community ties to ensure that the educational programs are responsive and integral to our social and educational landscape.
- Create ongoing feedback systems and processes to understand the strengths and challenges of the program and use that data to improve practice and maximize earned income and attendance.
- Oversee budgets for adult programs.
- Maintain, synthesize, and apply current knowledge and research on museum programming and practice.
- Develop a recruitment, hiring, training, and engagement plan for professional museum educators.
- Oversee the development and tracking of educational materials both in print and online.
- Strategically lead and/or teach programs as needed.
- Perform other duties as assigned.

Who are we looking for? (an equivalent amount of training, education and experience will be considered)

- Candidate will have a Bachelor's degree in education with a background or interest in race relations and/or sports history. A concentration or advanced degree in Museum Studies/Education, Non-profit Management, or content areas that focus on the critical study of race and culture is ideal.
- Knowledge of US history of civil rights and activism, sports, and the connection between these subjects to contemporary social justice activism is key to this role.
- Proven track record of running programs that invite speakers and audience to have open dialogue around race and ethnicity.
- At least five years of experience researching, planning, implementing and evaluating innovative programs with high-level guest speakers for a variety of adult populations is required.
- Experience creating professional learning programs and/or materials for educators is also required. Experience interacting with the Department of Education is a plus.
- Qualified candidate must be available to work on select weekends, holidays, and evenings and will be an enthusiastic team member with strong written and verbal communication skills who have a proven track record of multi-tasking.
- Working knowledge of museum education pedagogy and career development strategies is necessary.
- Candidate must have strong organizational skills, be able to manage multiple projects, and have the ability to work independently and in a team environment.
- Teacher certification, experience working with populations in need of special accommodations, and experience managing education programs in a museum or not-for-profit setting is a plus.

What special skills or knowledge is required?

- Demonstrated creative use of understanding trends and current events to plan innovative programs.
- Demonstrated ability to discuss difficult issues in a public setting with a diverse audience.
- Demonstrated ability to start initiatives from the ground up.
- Interest in collaborating across departments such as marketing and development.
- Superior expertise in researching, writing and/or editing written materials (e.g. speeches, presentations, press materials, talking points.)
- Familiarity using media, social media, and/or technology to develop and implement programs and apps for adult audiences is a plus.
- Demonstrated experience collaborating with external partners, such as cultural institutions, foundations, embassies, restaurants, musicians, independent artists and creatives, etc.
- Demonstrated knowledge of nationally and locally recognized individuals who can speak about or navigate conversations around equity and systemic racism.
- Ability to create evolving, inclusive programming reflective of the museum's potential visitorship.
- Ability to maintain big picture programming initiatives while maintaining minute details regarding specific programs.

What is the compensation and when does the position begin?

The salary range is \$60,000-\$70,000. The benefits package includes comprehensive health insurance, including dental and a vacation and personal days off allowance. This position will be filled as soon as possible. Some evening and weekend work is required.

How do I apply?

Email your cover letter, resume (two pages max), and a concise scanned sample of materials with an explanation of how they showcase your ability to perform the described responsibilities to museum@jackierobinson.org. Be sure to include "Manager of Adult Programming" in the subject line.

This organization is an equal opportunity employer and welcomes candidates from diverse backgrounds.