

Education Manager

Historic Philadelphia, Inc.

Position Summary

The Education Manager is responsible for leading the planning, coordination, and growth of educational programming for K–12 schools, teachers, and community groups. This position oversees program sales, outreach, curriculum development, scheduling, program evaluation, and staff supervision to ensure engaging, high-quality educational experiences across Historic Philadelphia, Inc.'s programs and historic sites.

Working collaboratively with internal departments and community partners, the Education Manager builds relationships with schools, educators, funders, and cultural organizations while managing the operational aspects of educational programming from initial inquiry through program delivery.

Key Responsibilities

Program Management & Sales

- Promote and sell K–12 educational programs, including the Full Day Field Trip Experience and its components.
- Coordinate bookings, scheduling, invoicing, and payment processing for school and teacher groups.
- Develop and implement outreach and marketing strategies to increase school participation.
- Maintain ongoing relationships with teachers, schools, and educational organizations.

Educational Programming

- Research, develop, and revise curriculum materials, lesson plans, and educational resources aligned with program objectives.
- Evaluate program effectiveness through teacher and student assessments, surveys, and data analysis.
- Use evaluation results to improve educational programming and instructional quality.
- Administer Education Improvement Tax Credit (EITC) programming, including identifying eligible schools, coordinating participation, and managing funded field trips.

Staff Leadership

- Recruit, hire, train, supervise, and schedule seasonal Program Facilitators.
- Provide coaching, performance feedback, and ongoing professional development to instructional staff.

- Ensure facilitators are prepared to deliver engaging, historically accurate, and high-quality educational experiences.

Collaboration

- Partner with the Programming Manager, Events & Group Sales Manager, and other departments to develop new programs, enhance existing offerings, and support organizational goals.
- Assist with special projects and educational initiatives as assigned.

Qualifications

Required

- Bachelor's degree in Education, History, Museum Studies, Public History, or a related field.
- Three or more years of experience in education, museum education, nonprofit programming, or a related field.
- Experience coordinating educational programs or group events.
- Excellent organizational, project management, and communication skills.
- Experience supervising or training staff.
- Proficiency with Microsoft Office and database or CRM systems.

Preferred

- Experience working with K–12 educators and school districts.
- Knowledge of Pennsylvania educational standards and curriculum development.
- Experience with grant-funded educational programs or nonprofit fundraising initiatives.
- Familiarity with Philadelphia history, museums, or cultural institutions.

Work Schedule

- Full-time, exempt position.
- Typical schedule is Monday through Friday during regular business hours.
- Hybrid work schedule with three days in the office.
- Occasional evenings and weekends are required to support educational programming, school events, special programs, and organizational needs.

Benefits

Historic Philadelphia, Inc. offers a competitive benefits package that includes:

- Health insurance
- Retirement plan
- Paid time off (vacation, sick leave, and holidays)