



**Sacramento History Museum**  
Historic Old Sacramento Foundation, Inc.

**Education & Interpretive Program Manager**

(A full-time nonexempt position under the Fair Labor Standards Act,  
eligible for benefits and entitled to overtime pay.)

The Education & Interpretive Program Manager is responsible for developing, implementing and evaluating the Sacramento History Museum's education programs, docent program and Old Sacramento Living History program. This position is responsible for administrative functions including scheduling, communication, staff and program assessment, and some clerical duties. The position requires some evening and weekend work.

This position reports to the Chief Operations Officer and works collaboratively with all Museum staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The Education & Interpretive Program Manager is responsible for, but not limited to:

- Develop, schedule and conduct programs, classes, workshops and other presentations for youth, teachers, and other adult groups.
- Recruit, train, supervise, and evaluate volunteers and docents, including the Old Sacramento Living History Program volunteers. Maintain databases and create monthly reports regarding recruitment and all volunteer hours served.
- Create monthly a report of programs and attendance.
- Publish annual Public Programs Brochure and oversee distribution.
- Conduct outreach programs.
- Plan and develop educational materials including curriculum and teacher packets.
- Assist in the coordination of select programs and projects.
- Create and fulfill an annual programming and activity calendar including, but not limited to: Gold Rush Days, Halloween, Winter Holidays, Women's History Month, St. Patrick's Day, etc.
- Coordinate with other museum staff as necessary for the smooth implementation of all programs, activities and meetings.

- Maintain interactive areas of the museum and work with curatorial staff for interpretation of galleries.
- Assist with HOSF special events and fund raising activities.
- Assist Old Sacramento Historic District and partner organizations with events and programs.
- Represent the overall mission, goals, and programs of the Historic Old Sacramento Foundation a wide range of public and professional situations.

#### ABILITY TO:

- Train and evaluate volunteers and docents.
- Perform comfortably in front of large and diverse audiences.
- Communicate effectively in English, both orally and written.
- Teach school children and lead school group tours.
- Incorporate California State History and Social Studies Standards into educational and exhibit programs.
- Interest and ability to learn current educational learning theories.
- Organize and conduct programs sensitive to extreme customer diversity in knowledge, education, and culture.
- Establish and maintain effective working relationships with Museum employees and volunteers.
- Lift and manipulate “props” and equipment necessary to conduct programs, demonstrations, etc.
- Maintain effective working relationships with Board members, Sacramento City and County entities, Center for Sacramento History, donors, community members, and teachers.
- Work evenings and weekends.
- Prepare and monitor budgets.
- Operate a motor vehicle.
- Develop written plans for various projects.
- Perform other duties as assigned by the Chief Operations Officer or by the Executive Director.

#### DESIRED QUALIFICATIONS:

- Excellent communication and writing skills.
- Strong organizational abilities with projects and people.
- Experience in museum educational programs and events.
- Experience in both formal and informal educational settings.
- Knowledge and experience with volunteer management concepts and practices
- Experience providing programs for different ages and learning styles.
- Working knowledge of Microsoft Office, Outlook calendaring and relevant database software.

EXPERIENCE:

- Knowledge of California History with an emphasis on Sacramento History required.
- Staff member in a history museum or closely related organization.
- Experience working with grade school through high school groups and adult classes.

EDUCATION

- Bachelor's Degree in education, history, museum studies or a closely related field of study.
- Master's Degree in History, Education or Museum Studies preferred.

I have read and discussed the job description with the supervisor and understand the job duties described in this document.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date