

DALLAS _____
HOLOCAUST AND
HUMAN RIGHTS

MUSEUM

Director of Education
(U.S. History Focus)

Department: Education
Reports To: Senior Director of Education
Employment Status: Full-time, Exempt, In-person at office

The Dallas Holocaust and Human Rights Museum is a leading historical and educational museum dedicated to teaching the history of the Holocaust and advancing human rights to combat prejudice, hatred, and indifference. The Director of Education will be responsible for creation and implementation of student and adult educational programming at the Museum and North Texas school districts.

We are looking for a person with a strong academic background and teaching skills in United States (U.S.) civil/human rights history, experience in managing educational museum programming, and supervising a team of Museum Educators. The Director of Education will need to quickly immerse themselves in the Museum's mission and exhibitions to knowledgeably guide Museum Educators in creating content for education programs on the U.S. civil/human rights history covered in the Museum's exhibitions.

Job Duties

- Subject Matter Support
 - Provide subject matter expertise in American history, principally in 19th and 20th century U.S. civil and/or human rights historical topics and developments
 - Serve as Museum content specialist in general American history
- Student Programs and Curricula
 - Supervise and manage education programs and curricular design based on the needs of the Education Team's growing education partnerships and programs
 - Supervise implementation of the Upstander Partnership (K-12 immersive program for school districts – 55K+ students), including curricular design, on-campus support, and education programs
 - Supervise continued development and outreach for the Upstander Education Database (lesson and resource database for teachers)
 - Supervise and manage all student programming, including Upstander Institute (summer program for teens), Girl Scout programming, and Camp Upstander (summer program for younger students)
 - Support and provide historical advice to Education Team in creation of new curricular lessons and resources in U.S. civil/human rights history
 - Teach education programs and demonstrate lessons developed by the Education Team, as needed
- Teacher Professional Development
 - Manage and plan the annual Candy Brown Holocaust and Human Rights Educator Series
 - Supervise development and implementation of Teaching the Holocaust Workshop series at various Texas Education Agency Regions

- Supervise the outreach and implementation of Learning on Locations for DFW area school districts
- Support and provide historical advice to the Education Team in creation of new professional development material and resources in U.S. civil/human rights history related to Museum's permanent exhibition
- Work with the Senior Director of Education to maintain multi-year plan for expansion of teacher professional development
- Teach professional development, as needed
- Speaker Bureau
 - Actively support outreach for speaker bureau and advise assigned Museum Educator in selecting/prioritizing upcoming speaker development in U.S. civil/human rights history related to permanent exhibition
 - Supervise the development of speaker presentations and daily logistics of speaker bureau of Holocaust and other genocide survivors, 2Gs, 3Gs, and others who "lived" history
- Docent Training
 - Enhance docent training materials related to U.S. civil/human rights history covered in permanent exhibition
 - Work with Director of Programs and Volunteer to maintain cohesive outreach and training program for docents
 - Supervise logistics and content of docent training
- Education Outreach
 - Supervise direct education outreach (education newsletter, teacher mailings, etc.)
 - Work with the Senior Director of Education to develop an annual schedule for education outreach, including teacher conferences and fairs
 - Work with the Senior Director of Education to develop a multi-year plan for education outreach for school groups and programming
 - Work with Senior Director of Education and Director of Corporate Partnership to expand outreach to professional and community groups
- Exhibition Content
 - Support creation of educational programming, lessons, and resources for special exhibitions on U.S. civil/human rights history
 - Support Chief Education Officer in exhibition content creation related to U.S. civil/human rights history, as needed
- Professional and Community Programs
 - Work with the Senior Director of Education and Chief Education Officer to create content for Professional and Community Programs and Corporate Upstander Training in U.S. civil/human rights history
 - Supervise booking and logistics of Professional and Community Programs taught by Education Team
 - Teach educational sessions for the Professionals and Community Programs, as needed
- General
 - Maintain data and statistics on all supervised programs
 - Set and maintain staff and team short- and long-term goals in consultation with Senior Director of Education
 - Assist in annual budgeting and long-term projections for all supervised programs

Requirements

- M.A./M.S. or Ph.D. in any U.S. civil/human rights history field or extensive work experience in Museum field with U.S. history focus
- 2-5 years' experience managing educational programming or teaching and creating curricula
- 2-5 years' experience managing a staff team preferred
- 2-5 years' experience in museum/non-profit budgeting or management preferred
- Demonstrated ability to work with diverse populations, including community members and students
- Demonstrated strong interpersonal, presentation, written, and verbal skills
- Superior organizational skills, including ability to adapt to fast-paced environment, remain calm under pressure, and reprioritize tasks as needed
- Discretion in handling sensitive and/or confidential matters
- Work well with team members across different departments
- Travel as needed (travel expenses will be reimbursed)
- Spanish speaker preferred

Competencies

1. Judgment/Decision Making
2. Communication – Oral and Written
3. Organization/Planning
4. Business Literacy
5. Customer Service
6. Integrity
7. Initiative
8. Teamwork

The Dallas Holocaust and Human Rights Museum is an equal opportunity employer. We value and strongly encourage a diverse environment.

Applicants, please send cover letter referencing the job title and resume to resume@dhhrm.org.