Edwin C. Remick Foundation
Remick Museum & Farm Job Description

Job Title: Program Manager
Reports to: Executive Director
Status: Year-Round, Full-time
Supervises: Part-time program staff & volunteers

Position Overview: The Program Manager, reporting to the Executive Director, is part of the senior management team of the Remick Country Doctor Museum & Farm. S/he oversees all educational activities, working in collaboration with the Curator and Farm Manager to create a positive visitor experience for all ages.

Primary Responsibilities:

• Conceptualize, develop, schedule and deliver educational programs for adults, youth, families, school groups, and tourists including, but not limited to, tours, workshops, lectures, and performances.
• Develop curriculum-based K-12 programs focused on agricultural literacy, using STEM resources provided by the NH Dept. of Education, as well as the National Agriculture in the Classroom initiative.
• Organize and oversee the annual Carroll Co. (NH) “Farm to School” Day for 4th grade students and teachers.
• Forge and maintain professional relationships with presenters, local businesses, cultural organizations and educational institutions in coordinating efforts to provide robust hands-on activities, workshops, special programs and events designed for community outreach to all ages.
• Maintain an awareness of best practices in the museum education field, upkeep professional knowledge in the areas of technology, pedagogy, child development, and volunteerism.
• Use formative and summative visitor research to develop and evaluate programs and special events. Continuously improve the visitor experience as it relates to admission, wayfinding, and access.
• Oversee historic Foodways program, as well as Remick Pantry and Remick-to-Go activities.
• Supervise part-time educational and foodways staff and/or volunteers.
• Provide information to the Marketing Coordinator to insure timely promotion of educational activities.
• Support Remick’s mission and customer service philosophy. Provide museum-wide support as necessary.

This description is not intended to be a complete list of all responsibilities, duties, skills, requirements, or working conditions associated with the job. While it is intended to be an accurate reflection of key responsibilities of the job as it is at present, management reserves the right to revise the job or require that other or different tasks be performed as assigned. This job description may be reviewed by management at any time to ensure that it relates to the job currently being performed, or to incorporate changes. Management reserves the right to change a job description; and if/when doing so will discuss with the employee(s) affected so that any changes are understood by employee(s).

Qualifications: Knowledge, Experience, and Skills:

• Master’s degree in museum education, museum studies, American history, American studies or related field.
• A minimum of three years of progressive experience in a history museum or historic agricultural site with relevant experience in education/interpretation, public programming, and visitor engagement.
• Experience using different strategies for different learning styles. Strong public speaking and teaching skills.
• Experience providing effective vision and strategic direction relative to museum education, visitor experience, and organization mission.
• Experience managing program budgets.
• Experience recruiting and working with staff and volunteers.
• Experience managing website updates and social media engagements; demonstrated success in using websites and social media to engage audiences.

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Equipment Operated:

- Modern and historic food ways equipment. Hearthside cooking experience and Safe Serve certification a plus.
- Modern and historic craft equipment. Familiarity with traditional agricultural and woodworking tools a plus.
- Computer and other office equipment. Proficiency of MS Office software package is mandatory.

Interpersonal Skills:

- Reliable, dependable, and punctual.
- Self-starter with good initiative and able to work independently.
- Well-organized and deadline-oriented, with exceptional attention to detail and follow-through.
- Able to work both in unstructured and planned environments, and in situations where rapid response and instant decision making is required.
- Able to communicate skillfully with a wide range of people from different cultural and social backgrounds, varying ages, language skills, and physical abilities.
- Flexible, adaptable, and positive.

Physical Requirements and Work Environment:

- Perform physical activities in a variety of environmental conditions that require moderate to maximum strength including climbing, lifting, balancing, bending, kneeling, walking, and handling of materials weighing up to 30 pounds.
- Comfortable working on your feet for long periods of time. Must wear closed-toe shoes when working outside.

The physical demands outlined are representative of those that must be met by an employee to successfully perform the essential functions of the job. The noise level in the workplace ranges from quiet to loud.

Additional Requirements:

- Flexibility in work hours and days off is required. Occasional weekend and/or evening work may be required.
- Must be able to drive self to offsite events and locations. Current valid driver’s license is required.

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Approvals:

I have read and understood this job description.

__________________________  ____________________________
Employee Signature/Date    Employee Name

__________________________  ____________________________
Supervisor Signature/Date  Supervisor Name

The above statements are intended to describe the general nature and level or work being performed by the individual assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required for this position. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.