

## **Education and Visitor Services Manager**

The Sumter County Museum seeks an experienced, engaging, and creative Education and Visitor Services Manager. The Sumter County Museum (SCM) is a private non-profit that serves to preserve, interpret, and educate the public on the history of the old Sumter District. SCM provides educational programming and exhibits in the historic 1916 Williams-Brice House, Heritage Education Center, interactive Carolina Backcountry Homestead, and new Temple Sinai Jewish History Center.

Under limited supervision, the Education and Visitor Services Manager is responsible for the development, implementation, and management of educational programs including broadening and developing new museum audiences through engaging, inclusive, and participatory programming. The Education and Visitor Services Manager has the unique opportunity to develop educational programs at SCM's recently opened Jewish History Center. This position is also responsible for meeting the needs of visitors and maintaining a membership database.

### **Essential Duties to Include:**

1. Build on current living history programs. Work closely with SCM's Backcountry Manager to coordinate three annual programs. Coordinate 3<sup>rd</sup> grade visits to the museum each October with Junior Welfare League. Plan, implement, and promote additional family and school-oriented programs in the Carolina Backcountry Homestead.
2. Research, develop, and implement programs and tours at SCM's Jewish History Center to meet South Carolina curriculum standards.
3. Reach out and visit local schools to promote museum programming. Develop and implement on-site and off-site programming for schools.
4. Assist in planning, coordinating, and executing special events.
5. Oversee the daily visitor experience, maintain admission records, and assist with the museum gift shop. Schedule groups for tours.
6. Maintain volunteer manual and forms. Train and supervise museum volunteers including docents for the Jewish History Center.
7. Coordinate membership activities, including initiatives to retain current members and recruit new members. Prepare renewal letters to members on a monthly basis, and follow up with late renewals or lapsed memberships. Process membership packets, benefits, and acknowledgements on a timely basis. Use PastPerfect to maintain membership records.
8. Develop and administer education and membership budgets; prepare related records and reports.

9. Assist the Director in seeking, applying for and administering grant funds, sponsorships, and partnerships for special projects and programs.

10. Oversee daily museum operations in the absence of the Director.

11. Perform other duties as necessary.

**Necessary Skills:**

Bachelor's degree in History, Public History, Education, or similar field required. Master's degree preferred. Must have a minimum of 3 years of experience in a related field. Must be familiar with or willing to learn and demonstrate late 18<sup>th</sup> century skills to include cooking, spinning, and weaving, etc. Must also be comfortable teaching the Holocaust. Position requires excellent speaking and writing skills as well as a professional demeanor and comfort interacting with the public of all ages and museum volunteers. Must be proficient in Microsoft Office applications. Experience with PastPerfect is a plus.

To Apply: Please submit your resume and a cover letter by email to [arivers@sumtercountymuseum.org](mailto:arivers@sumtercountymuseum.org) or by mail to P.O. Box 1456, Sumter, SC 29151. Position open until filled.

Hours: Full Time- Tuesday-Saturday, 8:30am to 5:00pm. Attendance at occasional night events required.

Compensation: Dependent on experience.

Supervises: Education Volunteers

Reports to: Executive Director