



Museum Education & Programs Manager
Falmouth Historical Society

About the Organization

Founded in 1900, the Falmouth Historical Society is the oldest historical society on Cape Cod. The Society maintains a two-acre campus in the heart of downtown Falmouth, adjacent to the historic village green. The campus includes the c.1790 Dr. Francis Wicks House, a historic house museum; the c.1730 Conant House, home to archives, offices, and exhibit galleries; and the Cultural Center & Visitors Center, which houses a gift shop, exhibit space, meeting room, and state-of-the-art collections storage. The Society presents a dynamic schedule of programs and exhibitions for families, adults, and school groups, all focused on the rich history of Falmouth, Massachusetts.

Position Summary

The Museum Education & Program Manager plays a central role in designing and coordinating the Society's public program calendar, managing and scheduling volunteers, and providing high-quality visitor services. This position supports the development and delivery of educational programs, field trips, exhibitions, and hands-on learning opportunities while ensuring a welcoming and engaging experience for visitors.

The Museum Education & Program Manager reports directly to the Executive Director. This is an in-person position, scheduled **15 to 20 hours per week** generally scheduled for two to three days of the week which are **flexible** to ensure proper coverage for museum operations. The role offers a collaborative and supportive work environment with opportunities for professional development. Some evenings and weekends.

Key Responsibilities

Educational Programs & Public Engagement (40%)

- Collaborate with staff to design and implement an annual calendar of public programs, including lectures, workshops, family activities, and partnerships with local organizations. This role will play a key lead in the development of new public programs for all audiences including adults and children. The calendar is developed every fall for the following year.
- Coordinate the annual third-grade field trip program with Falmouth Public Schools, including volunteer training and scheduling. Respond to inquiries for other field trips and group tours as needed.
- Lead seasonal children's program series with the Falmouth Children's Coalition (February and October), as well as leading three additional family/children's programs annually of your choosing.
- Lead the annual Katharine Lee Bates Poetry Festival every June organizing submissions, coordinating with judges and schools, and working with Communications Manager to produce annual booklet.
- Conduct post-program evaluations after programs to assess impact and improve future offerings.

Exhibitions & Interactives (20%)

- Partner with staff and volunteers to implement annual exhibition plans.
- Develop hands-on learning activities and interactive experiences for the Visitors Center.
- Support the creation and ongoing maintenance of the museum's family "Art Cart" and other educational interactives.

Volunteer Management & Visitor Services (40%)

- Recruit, train, schedule, and support volunteers for regular tours, programs, and visitor services. Training generally takes place in April and May.
- Ensure all visitor service stations are adequately staffed and provide guidance for an excellent visitor experience. Send out weekly reminders in season to volunteers.
- Staff public programs and events, and make introductions for speakers when needed.
- Field inquiries from the public related to tours and special programs.
- Assist with grant writing and fundraising related to education.

- Participate in staff and committee meetings as requested, which are generally twice a month on Mondays mid-morning.

Qualifications

Required:

- Bachelor's degree in education, history, art history, museum studies, or a related field.
- 1–2 years of experience developing education programs in a museum or cultural setting.
- Familiarity with museum education strategies and best practices.
- Strong communication, writing, and public speaking skills.
- Demonstrated ability to be a self-starter and problem solver in a dynamic work environment.
- Ability to recruit, train, and inspire volunteers.
- Comfort with moderate physical activity (standing, walking, lifting, kneeling).
- Flexibility to work occasional evenings and weekends.
- Highly organized, detail-oriented, and proactive with a strong sense of initiative.

Preferred:

- Master's degree in education, history, museum studies, or a related field.
- Knowledge of New England history and material culture.
- Experience supervising volunteers or staff teams.
- Familiarity with donor management software (Little Green Light preferred).

Compensation & Benefits

- Eligible for a 3.5% 401K match upon hire.

Applications will be accepted on a rolling basis until a hire is made. Please send resume and cover letter to Rachel Lovett, Executive Director, at Rachel@museumsonthegree.org