

Education Manager

Classification: Part-time, non-exempt

Reports to: Executive Director

Compensation: \$27–\$28 per hour

Hours: Approximately 15–17 hours per week on average, with potential for additional hours based on funding and program needs

Schedule: Requires availability on two weekdays, preferably including Wednesday, as well as at least one weekend day, Saturday or Sunday, three–four times per month. Work schedules will be coordinated in advance, with occasional flexibility needed to accommodate school visits and special programs.

Position Summary

The Reher Center for Immigrant Culture and History seeks an engaging, organized, and hands-on Education Manager to deliver and grow the Center's educational and interpretive experiences. This is a frontline role for an educator who enjoys teaching, connecting with visitors, and building relationships with schools throughout Kingston and the Hudson Valley.

The Education Manager leads public tours of Reher's historic bakery, delivers school programs, conducts direct outreach to educators and schools, and develops educational resources that connect Reher's site, collections, exhibitions, and immigrant history to classroom learning. The Education Manager also supervises the part-time Visitor Experience Associate and helps ensure a warm, engaging, and consistent experience for all visitors.

This role combines teaching, interpretation, outreach, and program execution. The successful candidate will be equally comfortable leading a group of fourth graders through the historic bakery, engaging adult visitors on a public tour, and following up with a teacher to turn initial interest into a scheduled school visit.

Responsibilities

- Lead engaging public tours of the Reher Center's historic bakery for visitors of varied ages, backgrounds, and levels of familiarity with the site's and region's history.
- Deliver educational programs and tours for K–12 students, teachers, and other organized groups.
- Conduct proactive outreach to schools, teachers, administrators, and education partners to introduce Reher's school programs and increase school visitation.
- Identify and maintain school and educator contacts throughout Kingston and the Hudson Valley; conduct direct email and phone outreach and consistent follow-up.
- Respond to school inquiries and help move interested educators from initial contact through scheduling and delivery of a visit.
- Build relationships with teachers and schools that encourage repeat visits and long-term engagement.
- Coordinate school visit scheduling and communicate program details and expectations with participating educators.
- Research and develop lesson plans, teacher resources, tour materials, and other educational resources connected to Reher's site, collections, exhibitions, and mission.



- Identify connections between Reher's educational programs and New York State and local curriculum.
- Adapt educational experiences and interpretation for different ages, learning needs, and audiences.
- Gather feedback and participation data and use learning from educators and visitors to improve educational experiences.
- Maintain information needed to evaluate school programs and support grant reporting.
- Supervise, train, and provide day-to-day guidance to the Visitor Experience Associate.
- Develop and maintain basic visitor welcome and orientation practices in collaboration with Reher staff.
- Provide the communications team with accurate and timely information to promote tours, school programs, and educational opportunities.
- Support public access during scheduled hours. During periods of low visitor activity, undertake school outreach, curriculum development, research, and other education-related work.
- Support occasional Reher Center programs, events, and organizational activities as needed.

Qualifications

- Experience in museum education, classroom education, historic interpretation, public history, informal learning, or a related field.
- Demonstrated ability to engage and teach students and visitors of varied ages and backgrounds.
- Strong public speaking and interpersonal skills and the ability to make history accessible, relevant, and engaging.
- Comfort conducting proactive outreach by email and telephone and developing professional relationships with educators.
- Strong organization and follow-through; ability to manage contacts, inquiries, scheduling, and multiple ongoing relationships.
- Excellent written communication skills and ability to develop clear, engaging educational materials.
- Ability to work independently and collaboratively in a small, evolving nonprofit organization.
- Experience supervising or training staff or volunteers preferred.
- Knowledge of K–12 curriculum, classroom teaching, or school systems preferred.
- Bachelor's degree or equivalent combination of education and relevant professional experience.
- Desire to work collaboratively as part of a small museum team
- Regular weekend availability is required.

Work Context and Physical Requirements

- Ability to move throughout the Reher Center's historic bakery and gallery spaces and work in areas requiring the use of stairs.
- Ability to sit or stand for extended periods and communicate with visitors in person, by email, and by telephone.
- Ability to lift up to 25 pounds and grasp objects.

To apply, please submit a resume and brief cover letter describing your interest in the role and relevant experience to jobs@rehercenter.org. The Reher Center will carefully review applications and contact candidates whose experience most closely matches the position.