

## **Pamplin Historical Park – Position Description Education Supervisor**

Updated: 02/13/2020

Classification: Full-time, Salaried-Exempt, low to mid 30s

Supervisor: Director of Education, Interpretation, Visitor Services, and Collections

### **Principal Functions:**

The Education Supervisor performs all front-line functions in Education. He/she serves as the direct support to both the Director of Education, Interpretation, Visitor Services, and Collections, and the Supervisor of Interpretation, Visitor Services, and Volunteers. The incumbent maintains proficiency in all of the Park's Education and Interpretation programs, participates in Civil War Adventure Camps, bears primary responsibility for recruiting, contacting, and booking school groups throughout the year and maintaining Education schedules during the spring and fall school seasons. The incumbent is also responsible for coordinating and managing Summer Camp programs and serves as needed at Admissions, the Civil War Store, and Visitor Services duty stations.

### **The Education Supervisor will:**

- Personally lead Education programs for student and adult groups adhering to all Park programming content and standards
- Personally present the Park's Interpretive programs wearing appropriate costumed attire in both military and civilian settings
- Maintain a strong working knowledge of all approved Park Education and Interpretive programs
- Maintain a strong working knowledge of the historical themes addressed in the Park
- Mentor hourly staff in Education and Interpretation
- Maintain primary responsibility for recruiting, contacting, booking school groups year-round, as well as preparing Education schedules during the spring and fall school seasons
- Participate in delivering programming during Civil War Adventure Camps and Park special events
- Learn the Park's custom tours and lead them as needed
- Coordinate, manage, and participate in the Park's Summer Camps
- Assist with the Park's historical agriculture efforts
- Contribute to the development and revision of Education and Interpretive program outlines
- Serve as part of the Park's Special Events committee
- Serve in Admissions, the Civil War Store, and Visitor Services duty stations as necessary
- Maintain effective oral and written communication skills
- Maintain reliable attendance and punctuality
- Possess the ability to work a flexible schedule including evenings, weekends, holidays, and in critical situations as required

- Maintain cooperative, cordial, and professional work relationships with co-workers, supervisors, and the public
- Maintain a professional appearance consistent with Park standards
- Perform other duties as assigned

**Preferred Qualifications:**

- Possess a Bachelor's degree in history, theater, English, public history, or related fields
- Have a minimum of two years' experience working in a public history venue delivering programs. An advanced degree may potentially be considered toward work experience; prefer previous supervisory experience
- Have a working knowledge of Nineteenth Century American History and the ability to expand that knowledge
- Possess strong verbal communication skills and competent written communication skills
- Be detail oriented with a strong proficiency in spreadsheets and scheduling
- Be able to demonstrate a professional record of working successfully in a teamwork environment
- Be physically able to work outdoors in historical costume in all weather conditions, lead extended guided tours involving walking and standing for extensive periods and the ability to lift twenty-five pounds without assistance.