



Ivy Creek Foundation - Charlottesville, VA

Closes - Open until filled.

Position Title – Director of Education

Salary - \$24,500 part time

Job Type - Part-Time (20 hours)

Ivy Creek Foundation (ICF) is a stewardship organization for the Ivy Creek Natural Area. Our mission is connecting people to the past and present by honoring the land, history, and community. We fulfill this mission by engaging the greater Charlottesville-Albemarle community in the unique cultural and natural history of River View Farm, now called Ivy Creek Natural Area. Annually, we serve several thousands of school children, educators, and the visiting public. ICF preserves and tells the remarkable story of Hugh Carr, a former enslaved individual, who after Emancipation, started his successful family farm as well as stewardship the property, which remained in the family for one hundred years. To learn more, visit ivycreekfoundation.org.

Position Summary

The Director of Education is responsible for all Education programming and Volunteer management. This position reports to the Executive Director.

Primary Duties and Responsibilities

- Develop, evaluate, and implement educational programs, content, and tours for diverse audiences independently and with partners.
- Collaborate with staff on exhibit development to create innovative and diverse exhibits.
- Working with the other staff, create communications, including listings and schedules for educational programs, and contribute to press releases and social media posts to promote programs.
- Create, develop, and implement pre-K-12 program offerings that are aligned with the Virginia Standards of Learning and Common Core Standards.
- Cultivate partnerships with the community
- Formulate and articulate budget requirements to fund educational program
- In collaboration with fellow staff, assist in executing grants that fund education programs.
- Develop and maintain professional networks, attend workshops and professional courses.
- Evaluate and assess the effectiveness and impact of programming and outreach efforts to serve the needs of audiences
- Recruits, trains, and evaluate volunteers.
- Assist in producing creative content for ICF's social media channels and website.
- Assist in ICFs events and programs as needed.



- Other duties as assigned.

Position Skills & Qualifications

- Experience in leading public history tours and/or creating public programs at a museum or cultural institution.
- Experience in Nature Education, Environmental Education and/or Placed Based Education is a plus.
- Knowledge of museum interpretation practices and proven ability to apply that knowledge in creating or leading engaging public programs.
- National Association for Interpretation (NAI) Certified Interpretive Guides are preferred, but not required. A desire to seek and secure certification is appreciated.
- Demonstrated ability to effectively supervise, manage, and coach volunteers.
- Able to collaborate with a wide variety of individuals and organizations.
- Strong communication skills and a passion for history.
- Strong presentation skills.
- Pleasant and friendly demeanor.
- Positive approach to problem-solving, new tasks, and collaborative projects.
- A degree in History, Museum Studies, or allied field and five or more years of experience in the museum field required.

At the Ivy Creek Foundation, we are committed to creating and sustaining an agency culture affirming and respecting diversity. We aim to recruit, develop, and retain talented people from a diverse candidate pool. The Foundation provides equal opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, service in the military, or any other characteristic or category protected under applicable federal or state law. Equal opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training. All employment decisions at the Foundation are based on merit, qualifications, and abilities.

Applications: Submit brief cover letter, resume, and references to info@ivycreekfoundation.org.