



EDUCATION MANAGER

The Organization: The Georgia Historical Society (GHS) is the premier independent statewide institution responsible for collecting, examining, and teaching Georgia history. GHS houses the oldest and most distinguished collection of materials related exclusively to Georgia history in the nation. To learn more, go to www.georgiahistory.com.

Position Summary: The Education Manager will be responsible for designing, creating, and promoting original education resources in a variety of formats for diverse audiences, including students, educators, and the general public. In addition, the Education Manager will actively participate in programs which are related to the institution and to education (such as the *Georgia History Festival*).

Responsibilities include (Incumbent may perform other duties as assigned):

Percentage of Role – 50%:

Managing the production of educational resources aligned to state education standards for students and teachers. Working with others, devise and draft resources on various historical topics aligned to K-12 Georgia Standards of Excellence. Developing and delivering professional learning programs in-person and online for educators and professional audiences. Managing and delivering K-12 programs related to various GHS programs including the *Georgia History Festival*, the Business History Initiative, and Recognizing an Imperfect Past. Managing the creation and delivery of field trips and in-school programs for students, including the coordination of program logistics and staffing, as well as all communications with trip leaders.

Percentage of Role – 30%:

Managing and conducting outreach to K-12 teachers, administrators, and educational personnel, including development of a monthly newsletter, authoring, and contributing to written pieces for GHS online and print publications, and attendance at professional conferences and other educator-focused events as appropriate. Developing partnerships with other state and national educational organizations in keeping with established organizational goals and priorities. Establishing and maintaining connections with schools, school districts, and Regional State Education Agencies.

Percentage of Role – 20%:

Representing GHS through publications, speaking engagements, and conferences in keeping with established organizational goals and priorities. Supporting general public programming and publications. Assisting with special events as directed. Supporting the development of grant proposals and the coordination of project deliverables and reporting related to grant awards supporting K-12 and educator programs.

Qualifications:

Knowledge, skills, and abilities required:

- Knowledge of current trends in social studies education, digital education, and educator professional development including curricular creation, educational models, instruction, and outreach to diverse sets of stakeholders. Knowledge of historical research processes including conducting research in a historical archive and knowledge of inquiry-based classroom teaching strategies utilizing primary source materials.
- Strong skills in technical and creative writing. Ability to work with a variety of stakeholders in the K-12 community including students, teachers, principals, district coordinators, etc. Demonstrated ability to develop standards-based educational materials for a variety of audiences.

- Ability to communicate effectively both orally and in writing and work to meet deadlines and handle multiple priorities. Ability to work creatively, collaboratively, and effectively both as a team member and independently and to promote teamwork among colleagues and ability to work with a diverse set of stakeholders. Ability to develop feedback and evaluation tools and assess data sets.
- Ability to travel occasionally to all parts of Georgia.

Knowledge, skills, and abilities preferred:

- Knowledge of synchronous learning software (such as Zoom or Adobe Connect). Knowledge of coursework generation or building courses via a learning management system (such as Google Classroom, Articulate, Blackboard). Skill in video and/or sound editing. Skill with web content creation (WordPress experience a plus). Ability to deliver instruction online and in virtual settings.

Experience Required:

Six to eight years' preparing and delivering educational materials, programs, and/or presentations. Formal classroom experience is preferred.

Experience Preferred:

Experience working with Georgia Standards of Excellence, experience delivering professional development activities to educators, and state teacher certification preferred.

Education:

Bachelor's degree in history or education is required. Master's degree is preferred.

Physical Requirements:

Must have the ability to sit for extended periods, stand and walk occasionally, reach with hands and arms, and lift/carry objects up to 25 pounds occasionally. Must be able to ascend and descend stairs. Must use hands to manipulate objects including a keyboard/mouse and GHS collection material. Must have good vision and hearing to perform tasks like reading documents and communicating with colleagues, donors, patrons, and the general public in person and over the phone. Must provide staff support with an annual event requiring additional work hours and advanced walking, standing, reaching, lifting, and carrying materials. This annual event will require an ability to hear accurately to interact with the public, demonstrate clarity of vision, judge distance and space relationships, and identify and distinguish colors.

To Apply:

Send Cover Letter, Resume, and Salary Requirements to:

Education Manager
Georgia Historical Society
104 West Gaston Street
Savannah, GA 31401
Fax: 912.651.2831
Email: jobs@georgiahistory.com

No Phone Calls Please
