



New Mexico Holocaust Museum and Gellert Center for Education

Job Opening: Programs Manager

Application deadline: March 31, 2023

Master's degree completed or in progress with some museum experience preferred; bachelor's degree completed or in progress in relevant field of study required.

Salary range based on level of education and experience: \$33,280 - \$38,480, with up to \$330 a month medical insurance reimbursement.

Duties and responsibilities include management of the volunteer, education, and traveling exhibit programs.

Desired skills:

- work cooperatively and collaboratively with a small, dedicated team
- recruit, train, and create ways to retain volunteers
- interview applicants for volunteer positions, select those who are qualified, train, coordinate and supervise volunteers
- cover reception desk when no volunteer is available
- keep museum rosters up to date with contact information for volunteers, docents, speakers, and board members
- work with the education team to recruit teachers, maintain databases on teacher contact information, schedule professional development workshops, and disseminate information to teachers
- facilitate and market education programs
- work with webmaster on teacher website
- organize, promote, and facilitate programs on- or off-site
- schedule student, adult, and family tours
- facilitate and market traveling exhibit programs
- develop and maintain a database of appropriate facilities for traveling exhibits
- display proficiency in Microsoft Office Suite and knowledge of social media

TO APPLY, email cover letter and résumé to Lyn Berner, lberner@nmholocaustmuseum.org or USPS mail to the New Mexico Holocaust Museum, PO Box 1762, Albuquerque NM 87103-1762.

For more information about the museum, please visit <https://nmholocaustmuseum.org>