

ORGANIZATION: New Bedford Whaling Museum

LOCATION: New Bedford

THE POSITION: Manager For Young Adult Programs

Position Description

Reporting to the Director of Education and working as an active member of the Museum's Education Team, the Manager for Young Adult Programs will lead all aspects the Museum's High School Apprenticeship Program, an award winning youth development program engaging New Bedford students in grades 10 -12. The mission of the Program is to provide resources and experiences that deepen community engagement, promote personal and professional development, and cultivate college and career readiness. The Manager for Young Adult Programs will also work to build other community focused young adult programming including the museum's college internship program.

Responsibilities include

- **Recruitment for the High School Apprenticeship Program**
 - Communicate with and present at local high schools. Promote the program through various media. Collect and review applications. Select, enroll and train students.
 - Hire and train summer program staff, academic tutors or SAT instructors as needed to fulfill program goals.
- **Design, implement and evaluate the Apprenticeship Program curricula**
 - Collaborate with other museum departments to meet Apprenticeship Program goals including developing, executing and evaluating student-led projects.
 - Coordinate student participation at museum events and activities
 - Work with program partners to deliver relevant and useful skill-building workshops
 - Build and maintain an alumni network. Create opportunities for alumni engagement through internships and part-time employment at the Museum
 - Monitor and evaluate all elements of the program and track student outcomes
- **Student and Family Engagement**
 - Work with program partners to identify and support student and family needs
 - Coordinate student, family and alumni events
- **Grant monitoring and reporting**
 - Work with Director of Education to fulfill grants deliverables, report outcomes and adhere to program budget
- **Facilitate the museum internship program**
 - Respond to internship applicants and direct applications to appropriate departments
 - Collaborate with museum departments to complete internship process including completing paperwork, final presentations, etc.
 - Attend internship fairs as needed to recruit interns
- **Implementation of educational and youth related programs**
 - Assist in the planning and execution of educational and young adult focused programs
 - Collaborate with other museum departments and individuals to meet Education Department goals
 - Gain general familiarity with the Museum's collections and exhibits

Job Requirements: The ideal candidate will have a Bachelor's Degree with significant experience working in K-12 education, museum education, or youth development. This position requires excellent oral and written communication skills as well as very strong organizational skills. An energetic and collaborative leadership style that encourages community building and experience working with high school students are critical.

Application Instructions Send resume, cover letter and salary requirements to Christina Turner, Director of Education at cturner@whalingmuseum.org. The New Bedford Whaling Museum is committed to diversity among its employees and encourages qualified candidates from all backgrounds to apply.