

JOB DESCRIPTION
National Museum of American Jewish History

Title: Project Manager - Docent Training
FLSA Status: Independent Contractor
Department: Education
Reports To: Director of Exhibitions and Interpretation

SUMMARY

The National Museum of American Jewish History seeks a project manager to coordinate recruitment, faculty, class materials, and docents for a new training course. The project manager will be responsible for the overall administration and implementation of the course. Exact start date is flexible but ideally will be before October 9, 2019. We expect the project to last 9 months. This is a contract position and ineligible for health or employment benefits.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The project manager will be responsible for the following:

- Advertisement and recruitment of course participants
- Recruitment of subject field experts to teach class sessions
- All administration and communications related to course recruitment, implementation, and participants
- Liaison with faculty regarding contracts, travel, reimbursements, and honoraria
- Maintain organization of all course materials
- Prep all materials and a/v necessary for each class
- Manage internal arrangements for all classes (facilities, food, setup)
- Depending on experience, there is an option for the Project Manager to lead sessions as well

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The individual must be highly organized, detail-oriented, responsible, warm & kind, and have subject field knowledge (American and/or American Jewish History). Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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TO APPLY: Email cover letter and resume to employment@nmajh.org using the subject line "Project Manager – Docent Training." No calls, please. Because of the volume of applicants, only those who are most qualified will receive a response.