



Holocaust Memorial Museum of San Antonio (HMMSA)

Museum Education Manager

(full-time)

DEPARTMENT: The Holocaust Memorial Museum of San Antonio (HMMSA)

POSITION OVERVIEW:

The Holocaust Memorial Museum of San Antonio, a department of the Jewish Federation of San Antonio, is dedicated to teaching the lessons learned from the Holocaust which led to the systematic extermination of six million Jews and five million non-Jews by the Nazis and their collaborators during World War II. The HMMSA programs focus on teaching the dangers of hatred, prejudice, and apathy, and promoting respect for human dignity through the lessons of the Holocaust and other genocides.

The HMMSA Museum Education Manager oversees all aspects of the HMMSA's education curriculum, school and community tours, and educational outreach programs. The duties of this position include, but are not limited to, creating, organizing, and facilitating innovative learning opportunities for broad and diverse audiences presented in various live and online formats.

The HMMSA Museum Education Manager reports directly to the Museum Director. This position also supervises the Museum Engagement Coordinator and Curriculum Specialist, serves as primary staff for the Docent and Education committees. It works closely with the HMMSA and Jewish Federation staff in the execution of their duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Program Development & Delivery

- Design, implement, and assess in-person and virtual educational programs for K-12 students, educators, and the public.
- Coordinate and lead student and adult tours, classroom presentations, and educational workshops.
- Develop age-appropriate, standards-aligned curriculum and teaching resources.
- Oversee the recruitment and training of HMMSA docents and volunteers.
- Develop, schedule, and execute annual Texas Holocaust Remembrance Week in cooperation with planning committee; includes presentations, resource materials and educator workshops.
- Plan and facilitate teacher workshops and professional development seminars related to Holocaust history, antisemitism, genocide, and human rights.
- Support educators with access to accurate resources, strategies, and best practices for teaching difficult history.



Outreach & Partnerships

- Build and enhance partnerships with community education stakeholders at the national, state and local levels. (ie., U.S. Holocaust Memorial Museum, Texas Holocaust, Genocide & Antisemitism Advisory Commission, school districts)
- Cultivate and maintain relationships with school districts, educators, community partners, and cultural institutions.
- Promote Holocaust education through outreach efforts, including presentations, conferences, and community events.

Educational and Exhibit Resource Management

- Oversee development and updating of educational materials, traveling exhibits, and classroom resource kits.
- Manage educational content on the center's website and digital platforms.
- Develop and organize new temporary and traveling exhibits to expand and improve educational opportunities for visitors and the community.
- Guides the evolution and activities of the HMMSA's exhibit and interactive experience, including technological improvements, as needed.

Supervision & Leadership

- Attend HMMSA Committee Meetings.
- Supervise Curriculum Development Specialist, Engagement Coordinator, and HMMSA interns.
- Serve as staff for special HMMSA and Jewish Federation events.

Evaluation & Reporting

- Monitor and assess program impact through surveys, data collection, and feedback.
- Prepare reports and data summaries for grants, board updates, and stakeholder communications.

QUALIFICATIONS:

- Bachelor's Degree in education with relevant professional experience; minimum five years in education and/or museum field or related experience.
- Demonstrated ability to design curriculum and facilitate workshops or presentations.
- Experience in developing and teaching lesson plans including learning objectives and measurement tools.
- Strong interpersonal, communication, and organizational skills.
- Highly organized self-starter able to work in a fast-paced, results-oriented environment.
- Ability to work collaboratively and manage multiple projects effectively.
- Proficiency in Microsoft Word, Excel, Outlook, PowerPoint and Office 365.
- Ability to work nights and weekends to staff the HMMSA, as well as attend meetings and special events.



Preferred Qualifications:

- Pedagogical knowledge for creating effective teaching and learning environments for all students.
- Strong understanding of the Texas education system, including familiarity with TEA guidelines and accountability standards.
- Demonstrated knowledge of TEKS (Texas Essential Knowledge and Skills) and their application in curriculum development, instructional planning, and assessment alignment.
- Advanced degree in related field. (i.e., History, Holocaust and Genocide Studies, Jewish Studies, Education, Museum Education)
- 3-5 years' experience working directly for or with a non-profit organization, museum or other educational institution.

The above job duties and responsibilities describe the general nature a level of work for employees in this position, but this is not intended as an exclusive or all-inclusive inventory of all duties required of employees in this job.

To apply, please send a cover letter to hr@jfsatx.org.