

The Valentine Employee Job Description

Position Title: Adult Programs and Tours Manager¹

FLSA Status: Exempt²

Job Objective:

The Adult Programs and Tours Manager has primary responsibility for managing the museum's adult education programs for public and private groups, onsite and off. This role collaborates with the Education and Engagement team to ensure that mission-focused programming is offered for adult audiences, including exhibition-related public programs, outreach programming and the Richmond History Tours program. Responsibilities include program development and scheduling, staff scheduling and management (Valentine Educators and Tour Guides) and program evaluation and tracking.

Reporting Supervisor:

Director of Education and Engagement

Positions Supervised:

Part-time Tour Guides, part-time Valentine Educators

Key Duties

Programming Responsibilities:

1. Collaborate with the Director of Education and Engagement (DEE) to ensure that mission-based programming, tours and materials for adult audiences are developed and delivered
2. Oversee development of the Valentine's seasonal adult programming schedules (Winter, Spring, Summer, Fall) in collaboration with DEE and other departments, including the Richmond History Tours program and exhibition-related events
3. Collaborate with Education and Engagement team to work to develop strategic partnerships that expand upon and strengthen the Valentine's programming and strategic plan
4. Work with the DEE and Director of PR/Marketing to strategize promotion of Valentine programming via strategic outreach, social media, website and calendar listings
5. Collaborate with Education and Engagement team to provide ongoing professional development and DEAI training opportunities for Valentine Tour Guides and Valentine Educators

¹ DISCLAIMER: This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.

² FLSA stands for the Fair Labor Standards Act, which was enacted by Congress in 1938 and is under Federal Wage and Hour statutes. An exempt employee is not paid for overtime hours worked. There are three categories under which an employee may be considered exempt. They are administrative, executive, and professional. These categories generally define an exempt employee as one who customarily and regularly exercises discretion and independent judgment in the performance of his/her duties.

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6. Occasionally coordinate programs during weekend and evening hours and fill in for Valentine Educators and Tour Guides when needed

Administrative Responsibilities:

1. Serve as principal contact for reservations for Richmond History Tours program, adult interactive history programs and special group visits onsite (Valentine and First Freedom Center)
2. Coordinate public programs and private program tour reservations, including confirmation, payments, staffing and associated facility / equipment arrangements.
3. Collaborate with Visitor Services Manager to coordinate group visits onsite
4. Collaborate with the Student Programs and Tours Manager to manage monthly staff schedule and annual performance evaluations for Valentine Tour Guides and Educators
5. Contribute to departmental data and evaluation efforts including tracking attendance, program feedback, grant funding and marketing contacts
6. Oversight of materials such as laptops, projectors and microphones
7. Other duties as assigned

Requirements:

1. Bachelor's degree in education, history, museum studies, or another related field
2. 2-3 years of experience in an education-focused role
3. Excellent customer service attitude, flexibility, strong communication skills, attention to detail and strong organizational skills
4. Computer competency, particularly with MSOffice Suite (Excel and PowerPoint)
5. Schedule that allows for weekend and occasional evening work

Physical Demands: The Adult Programs and Tours Manager must be able to use a telephone, computer keyboard and mouse; reach with hands and arms, speak for extended periods of time and listen. The employee is frequently required to walk and sit, as well as to lift and carry objects such as objects, boxes, books and files weighing up to 40 pounds. The Adult Programs and Tours Manager is occasionally required to stand, stoop or kneel. Specific vision abilities required by this position include close vision and the ability to focus. The physical demands described here are representative of the requirements that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.