



Job Description: Education Manager

Reports To: Executive Director

Status: Part-Time (Approximately 20 hours/week)

Compensation: \$20/hour

Location: Loudoun Heritage Farm Museum, Sterling, VA

Position Overview

The Loudoun Heritage Farm Museum (LHFM) is seeking a dynamic and highly organized **Education Manager** to lead and grow our educational initiatives. This position oversees the development, scheduling, and delivery of K–12 and public programming, coordinates community outreach efforts, and supports the strategic educational goals of the museum.

In addition to day-to-day operations of field trips and school-based programs, the Education Manager plays a key role in planning signature educational events and public programs, creating new curriculum, and representing LHFM in local education networks.

Core Responsibilities

Curriculum Development & Instruction

- Review, revise, and streamline existing educational programs (school field trips, travel trunks, and scout programs).
- Design new curricula and interpretive materials aligned with museum exhibits, Virginia Standards of Learning (SOLs), scout badge requirements, and LHFM's strategic priorities.
- Work with museum colleagues and local educators to co-develop targeted content, including but not limited to:
 - Middle and high school Indigenous and African American history curriculum with focus on Loudoun's agricultural stories
 - Cross-curricular garden-based programs tied to the Farm Garden initiative

Field Trip & School Program Management

- Coordinate and schedule school field trips, scout group visits, and providing in school field trips, including one-hour tours, multi-hour station programs, and scout programs
- Develop school rotation schedules and handle related logistics (scheduling instructors, invoices, confirmations, reimbursements for Claude Moore Park when partnering)

Program and Event Coordination

- Lead development, planning, and implementation of major educational events, including:
 - Historic Encounters Day
 - Dirt Day
 - Hello Hive (in collaboration with Visitor Engagement Manager)
 - Preschool Wednesdays on the Farm
 - Old-Fashioned Boredom Busters
- Submit program-related reimbursements for partner organizations as applicable



Outreach & Community Engagement

- Schedule and oversee weekend outreach events, including but not limited to:
 - Burwell Morgan Mill
 - Leesburg Flower & Garden Show
 - Bluemont Festival
 - Strawberry Festival
- Represent LHFM at community-based education programs and special events
- Schedule and coordinate educational travel trunks

Collaboration & Strategic Roles

- Serve on the Education Subcommittee of the Loudoun 250 Committee
 - Collaborate with Loudoun County Public Schools to:
 - Provide teacher professional development sessions
 - Co-create classroom resources and learning units aligned with LHFM content
 - Coordinate with museum staff on volunteer management, event setup, and visitor services coverage as needed
-

Qualifications

- Bachelor's degree in Education, Museum Studies, Public History, Agriculture, or related field
- At least 2 years of experience in curriculum development, classroom teaching, or museum education
- Strong knowledge of Virginia SOLs and K–12 instructional strategies
- Availability to work weekdays and occasional evenings and weekends

Preferred Qualifications

- Event planning and project coordination experience strongly preferred
 - Ability to collaborate across departments and with community partners
 - Excellent organization, communication, time management, and multitasking skills
 - Proficiency with Canva, Google Workspace, and scheduling tools
 - Bilingual with a preference for conversational fluency in Spanish or Hindi
-

Work Conditions

- Part-time, 20 hours per week; flexible schedule with some evening/weekend availability required
 - Work occurs in both indoor museum settings and outdoor farm/garden environments with some travel to schools and events
 - Physical ability to walk, stand for extended periods, and lift up to 50 lbs.
 - Drivers License required
-

To Apply:

Send resume and brief letter of interest to jobs@lhfarmmuseum.org. Applications accepted until the position is filled.

The Loudoun Heritage Farm Museum is a 501c3 non-profit dedicated to preserving, promoting and bringing to life the rich agricultural history of Loudoun County.