**Position Description:**

 Programs Manager, Holocaust Memorial Museum San Antonio

 Part-Time, 15 Hours

**Summary Description:** The Holocaust Memorial Museum of San Antonio (HMMSA) is celebrating its 23th Anniversary this year, placing it among the most established Holocaust Museums globally.

The Programs Manager of the HMMSA is responsible for supporting leadership in the preservation of a compelling educational program for the Museum. Therefore, the Programs Manager must have an understanding of and appreciation for the mission of the HMMSA and be an advocate for Holocaust education by applying the lessons and experiences of the Holocaust to effect or facilitate positive social change.

**Major Duties and Responsibilities:**

• Field Memorial Museum calls and emails

* Update contact lists and calendars as needed
* Oversee museum-centric interns/fellows

• Oversee museum during business hours & provide office coverage as needed after hours

• Coordinate all aspects of tour, trunk and speaker requests from intake forms to room reservations

* Facilitate movement of larger groups, leading tours or activity sessions as needed
* Distribute and collect evaluation forms once a month
* Fields and facilitates donations to the Museum
* Manages the sales and inventory of the gift shop
* Email questionnaires to docents before tour so that docents can tailor to the needs of the group.

**Supervision:**

The Programs Manager reports to the Education Director and the Executive Director. The Education Director will conduct annual reviews and provide direction on behalf of the Executive Director.

**Position Requirements:**

• Bachelors Degree or equivalent in related field

• Experience with non-profit organizations either by employment, internship, or volunteerism.

**Preferred:**

• Degree in Education, History, Holocaust and Genocide Studies, Business and/or Non-profit Management, Library Sciences, or other related field.

• Several years’ experience working for a non-profit museum or other educational institution.

**Desired Skills and Knowledge:**

• Excellent oral and written communication skills

• Mastery of technology and technology trends, particularly social media

• Ability to appreciate the sensitivity of the Museum’s subject matter and the important role of the survivor community

• Knowledge of, and eagerness to advocate for, ongoing education about the Holocaust and other

human rights issues locally and globally.