



Position Title

Sugden Family Education Director

Position Overview

History Jackson Hole seeks a collaborative, organized, and creative Sugden Family Education Director to lead the development and implementation of the organization's youth education initiatives, public programs, and community engagement activities.

This position plays a key leadership role within the organization, alongside the Operations Director and Communications & Exhibits Director, and reports directly to the Executive Director. Approximately 70% of this role focuses on youth education programming, 20% on public programming and events, and 10% on administrative and development support.

As part of a small and collaborative nonprofit team, this is a highly hands-on role. The Director of Education & Programs both leads and directly delivers the majority of History Jackson Hole's educational programming, while also coordinating support from volunteers, interns, and community partners.

The ideal candidate is an experienced educator and program leader who is passionate about local history, relationship-building, and creating meaningful learning experiences for diverse audiences. This role requires strong organizational and communication skills, initiative, flexibility, and the ability to manage multiple projects in a dynamic nonprofit environment.

Roles & Responsibilities

Youth Education (approximately 70%)

- Develop engaging, place-based curriculum and educational experiences that connect students to Jackson Hole and regional history.
- Lead, develop, and directly facilitate the majority of History Jackson Hole's youth education programming for Pre-K through high school audiences both at the Museum and offsite in schools and community settings.
 - Organize, staff, and lead up to six weeks of Museum Summer Camp and additional school break camps, including registration, parent communication, scheduling, and daily program delivery.
 - Develop and expand afterschool and family programming in collaboration with community partners including Teton Literacy Center and Teton County Library. Leading at least 2 afterschool programs per week during the school year.
 - Run the Museum's weekly "Hands-on History" preschool program.
 - Organize and run museum field trips with all local schools.
- Cultivate and maintain strong partnerships with local schools, educators, nonprofits, and community organizations.
- Recruit, coordinate, and support volunteers, interns, and occasional program assistants.
- Regularly update scavenger hunts, family activities, and educational materials for Museum visitors.



- Collaborate with the Collections & Research Manager to incorporate artifacts and archival materials into educational programming.
- Collaborate with the Exhibits Director to incorporate special exhibitions into educational programming.
- Evaluate program effectiveness and community needs to support ongoing growth and improvement of educational offerings.

Programs & Events (approximately 20%)

- Recruit, train, and coordinate walking tour volunteers (June – September) and serve as a backup guide as needed.
- Recruit, train, and support Museum docents throughout the year.
- Coordinate and facilitate private tours, presentations, and community education opportunities.
- Collaborate with the Executive Director and Communications & Exhibits Director to develop and implement adult education and community programming, including lectures, workshops, book signings, “Beers & Banter,” and other public events.
- Assist in planning and staffing special events including Indigenous Peoples Day, Elk Fest, Old West Days, Snake River Fest, and others.
- Explore and develop additional history-based experiences and tours, including cemetery tours, historic property tours, and other interpretive offerings.
- Provide educational presentations and training opportunities for local businesses, organizations, and community groups.

Administrative Support (approximately 10%)

- Manage the youth education program budget, including tracking income and expenses, processing invoices, monitoring program costs, and assisting the Executive Director with annual budget planning.
- Maintain and oversee classroom spaces, supplies, and setup for educational programming and public use.
- Coordinate with operations staff on classroom scheduling, room transitions, and event logistics.
- Assist with grant research, proposal development, and reporting related to educational initiatives.
- Develop and maintain program policies, registration materials, and family agreements.
- Collaborate with communications staff to support marketing and outreach efforts for programs and events.
- Participate in weekly team meetings, including one-on-one check-ins, all-staff meeting, and committee meetings.
- Support Museum operations and special events as needed, including occasional front desk coverage.

Other Requirements

- Some evening and weekend work required.
- Limited time off available during peak summer programming season.
- Participation in the CFJH Expanded Learning Collective.



Schedule

Generally Monday–Friday with flexibility based on programming and event schedules. Hybrid or remote work flexibility may be available when not staffing programs or events. Evenings and weekend work required as programming requires.

Our Ideal Candidate

Experience & Qualifications

- Three or more years of demonstrated success in nonprofit programming, education, museum education, or teaching.
- Experience developing curriculum and educational programming for youth audiences.
- Demonstrated experience managing classrooms, facilitating group learning environments, and supporting the emotional and behavioral needs of developing elementary-aged students.
- Knowledge of local history and regional educational resources preferred.
- Strong organizational, written, and verbal communication skills.
- Experience managing multiple projects, timelines, and community partnerships simultaneously.
- Comfortable with Microsoft Office Suite, databases, Canva, registration systems, and general digital tools.
- Bachelor's degree preferred.

Skills & Attributes

- Strong leadership, initiative, and follow-through.
- Ability to thrive in a collaborative, fast-paced, and evolving environment.
- Comfortable balancing strategic planning with direct program delivery and day-to-day operational responsibilities.
- Excellent interpersonal skills and ability to work effectively with a wide range of personalities and audiences.
- Highly organized with strong attention to detail.
- Ability to manage multiple tasks and shifting priorities concurrently.
- Passion for community engagement, education, and the mission of History Jackson Hole.
- Flexible, proactive, and solutions-oriented with a growth mindset.

Compensation

This is a full-time position (36–40 hours/week). Salary range is \$70,000-85,000. History Jackson Hole offers a competitive benefits package including health, dental, and vision insurance, retirement matching after one year of employment, and a flexible, collaborative work environment.

Recruitment Timing

The position will remain open until filled. Desired onboarding timeline is June 2026.



How to Apply

Interested candidates may send a current resume and cover letter to Morgan Jaouen, Executive Director: morgan@jacksonholehistory.org.

Our Story

At History Jackson Hole, we envision a community brought together, enriched, and strengthened by compelling connections to the history and legacy of Jackson Hole. Through exhibitions, educational programs, community events, and stewardship of our collections, we connect people to the stories that have shaped this valley and region for more than 11,000 years.

Founded in 1958 by collector and western history enthusiast Slim Lawrence, alongside his friend and local businessman Homer Richards, HJH has grown from a grassroots historical society into a vibrant nonprofit museum, archive, and educational center serving locals and visitors alike.

Today, HJH is thriving in an exciting new chapter after the 2024 opening of our new History Museum in the heart of downtown Jackson. This dynamic new space allows us to expand our exhibitions, educational programming, community partnerships, and public events while creating deeper opportunities for people of all ages to explore, discuss, and engage with Jackson Hole history.

As we continue to grow, we remain committed to preserving and sharing the stories, artifacts, and ideas that foster curiosity, connection, and lifelong learning, ensuring that the history of Jackson Hole continues to inform and inspire future generations.

Anti-Discrimination Policy and Commitment to Diversity, Equity, and Inclusion

JHSM encourages individuals of all backgrounds to apply for this position. We are committed to fostering a workplace and community that values diversity, equity, inclusion, and belonging, and we recognize that varied perspectives strengthen our organization and our storytelling.