



Title: Education Director

Reports to: Curator / Museum Director

Summary: The American Numismatic Association Education Director is responsible for directing all areas of the Education Department with an emphasis on developing and maintaining educational programs that promote numismatics to targeted audiences as well as the general public. The director will be responsible for implementing a sustainable online education program while continuing existing ANA programs. Learning Management System experience along with lesson preparation and instruction recommended. Knowledge of numismatics or another collecting hobby is a plus. Exhibits demonstrated competency in the basics of Program Management.

Salary: \$75,000 to \$80,000; includes an outstanding benefit package

Duties and Responsibilities

- Supervise the Numismatic Educator, LMS Program Manager and eLearning Program Coordinator.
- Develop and oversee educational content and programs for the ANA website, eLearning platforms, and instructional Seminars.
- Engage the membership for ideas and interest in potential course topics.
- Develop budgets and financial plans for the Education Department.
- Recruit, select, and assess instructors and class subjects for Summer Seminar, Technical Seminars and eLearning Academy.
- Identify appropriate venues and schedules for off-site seminars in coordination with the Events Department.
- Coordinate with the ANA Publication and PR departments to promote educational programs and seminars.
- Oversee the implementation of a Learning Management System (LMS).
- Adapt the Numismatic Diploma Program for the LMS
- Provide quarterly evaluations of all education programming and prepare monthly department progress reports.
- Assist as needed with Museum tours for school groups and the general public.
- Assist in answering numismatic questions from the public (email, phone, in-person).
- Network and build relationships with members of the ANA and numismatic community.
- Make numismatic presentations to schools, businesses and social clubs as requested.
- Conduct interviews with local and national news agencies as needed.
- Lead Coin Collecting Basics workshops and seminars at ANA conventions and other venues.
- Coordinate with museum staff to create lessons and activities for museum exhibits.
- Assist Education Committee with selection of the YN of the Year and Adult Advisor of the Year.
- Oversee the Summer Seminar Scholarship program.
- Provide numismatic professional improvement for staff as needed.

Skills and Qualifications

- Bachelor's degree in education or related field; Master's degree or higher preferred.
- Knowledge of educational technologies, learning management systems, and distance/online learning.
- Knowledge of numismatics or another collecting hobby is a plus.
- Experience in teaching or administrative role a plus.
- Excellent oral and written communication skills.
- Experience developing and managing budgets.
- Knowledge of project management processes.
- Ability to work with a team to envision, create, test and implement an innovative online educational program.
- Ability to develop, plan and implement professional, educational content in a variety of formats.
- Proficiency with Word, Excel, PowerPoint and online meeting programs.
- Some travel required.