



## RANCHO LOS ALAMITOS HISTORIC RANCH & GARDENS

6400 EAST BIXBY HILL ROAD, LONG BEACH, CALIFORNIA 90815 --- 562.431.3541

[www.RanchoLosAlamitos.org](http://www.RanchoLosAlamitos.org)

Award-winning, forward-looking Southern California historic site seeks a dynamic and engaging individual to serve as its **Manager of Education & Public Engagement**. Advance diversity, equity, inclusion, and accessibility by leading the organization's efforts to educate and engage visitors with the site's rich history, compelling stories, and authentic connections to California's past. Spend your days surrounded and inspired by the Rancho's historic buildings and lush gardens as you delve into a diverse cultural history and its relevance to the present.

Rancho Los Alamitos Historic Ranch & Gardens is a 7.5-acre historic site with a ranch house (constructed/expanded c. 1800-1933), nationally significant gardens, a barnyard area with livestock, a visitor center, and a research archive. The site has been continuously occupied for more than 7,000 years, beginning with the Indigenous Tongva people. The site's history and the lives of its varied owners and occupants make it a fitting metaphor for the Southern California experience. The Rancho Los Alamitos Foundation operates the site in a public-private partnership with the City of Long Beach.

The Rancho Los Alamitos Foundation values diversity, equity, accessibility, and inclusion for all socioeconomic backgrounds, ethnicities, genders, races, abilities, and levels of education. Candidates of diverse identities are welcome and encouraged to apply.

## MANAGER OF EDUCATION & PUBLIC ENGAGEMENT

**Classification:** Full-Time, Exempt Position reports to the Executive Director

**Compensation:** \$67,000 to \$75,000 annually. Benefits include health coverage, paid holidays, sick days, vacation days, and participation in the Foundation's retirement plan

### **JOB SUMMARY:**

The Manager of Education & Public Engagement is a full-time member of the Rancho's leadership team and is responsible for all aspects of the organization's educational programming and visitor experience. The Education Manager provides leadership and vision for the development, implementation, and evaluation of innovative programs, partnerships, and engagement initiatives for visitors of all ages. By building strategic partnerships and meaningful programs, the Education Manager increases the relevance of Rancho Los Alamitos within the region and enhances its impact.

### **Duties and Responsibilities Include:**

- Directs the educational message delivered to visitors both on-site at the Rancho and off-site at community events. Ensures that the interpretation of the site is accurate, engaging, and in line with the Rancho Los Alamitos mission, values, and diversity, equity, and inclusion commitments
- Oversees the quality of visitors' experiences and maintains the highest level of guest service standards
- Supervises, trains, and evaluates the staff and volunteers who interact directly with the Rancho's guests; specifically, facilitates docent training
- Supervises the Volunteer Coordinator, who facilitates the recruitment, training, retention, and recognition of the site's volunteers

- Leads the larger team that maps out yearly programmatic offerings
- Supervises the Public Programs Coordinator, who creates, organizes, and evaluates public educational programs for families and adults
- Manages the school tour program, including the fourth-grade Footprints on the Land Program and third-grade *Tovaave: A Tongva Cultural Program*
- Generates quarterly and annual reports tracking tour and program attendance statistics, impact, and other measurables
- Develops community partnerships and relationships that increase public awareness of and engagement with the historic site
- Serves as the staff liaison for volunteers associated with educational programming, including docents, school docents, and outreach volunteers
- Develops internship projects and recruits, supervises, and mentors college interns
- Other duties as assigned; some weekend and evening work required

**Requirements:**

- M.A. in museum education, K-12 education, history, or a related field, or a B.A. and demonstrated experience in community engagement
- A minimum of five (5) years of employment or equivalent experience in museum education, K-12 education, or other forms of public programming and/or community work
- Commitment to diversity, equity, accessibility, and inclusion
- Superior oral and written communication skills
- Demonstrated experience implementing best practices in facilitating learning experiences in a historic site or museum environment, especially for school groups
- Knowledge of local, regional, and state history and culture
- Ability to create and work within a budget
- Supervisory experience in managing and motivating paid and unpaid staff
- Ability to manage multiple tasks, prioritize effectively, and follow through on assignments with minimal direction
- Highly developed organizational skills with a strong attention to detail
- Team-oriented, collaborative work ethic
- Proficiency with email communication and in Microsoft applications
- Ability to work a regular schedule with flexible evening and weekend hours as needed

**Working Conditions:**

Position requires periods of standing, walking, and/or sitting. May occasionally need to lift and carry up to 25 pounds, push and pull up to 50 pounds with the assistance of a cart, operate office equipment, open and close filing cabinets and boxes, and observe visitors and volunteers. Evening, weekend, and holiday work may be required as necessary.

The Rancho is an organization with a small staff and many activities; all staff members must be versatile and cooperative in carrying out a variety of responsibilities and duties as assigned.

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**TO APPLY:** Email a cover letter and resume including contact information for two professional references to [pyl@RanchoLosAlamitos.org](mailto:pyl@RanchoLosAlamitos.org) with the position title in the subject line. Please do not telephone or drop in without an appointment. Visiting and familiarizing oneself with the site before applying, however, is encouraged.

Application review begins immediately and will continue until the position is filled.