Manager of Education Programs

Reports to: Director of Education and Public Programs
FLSA Status: Full-time, Exempt
Date Written: October, 2026

ORGANIZATION

Planet Word (www.planetwordmuseum.org) is an interactive museum that brings language to life with unique, immersive experiences for people of all ages. Nothing like it exists anywhere else in the world. Established by educator Ann Friedman, the museum is housed in the Franklin School, a restored and rehabilitated National Historic Landmark at the corner of 13th and K Streets NW in the heart of Washington, D.C. The museum opened in October 2020 and welcomes more than 100,000 visitors annually, alongside a growing portfolio of public and education programming.

Planet Word's policy is to provide equal opportunity employment (EOE) to all persons. Planet Word recruits, trains, compensates, and promotes regardless of race, religion, color, national origin, sex, disability, age, veteran status, and other protected status. Planet Word's commitment to promoting diversity, multiculturalism, and inclusion is clearly reflected in the stories we tell. At Planet Word, we strive to provide a forum for civil discourse and to be a place where community, in all its vibrant diversity, can gather to share the words that bridge differences and forge solutions.

POSITION

The **Manager of Education Programs** leads the development, implementation, and evaluation of meaningful, interactive, and fun educational experiences at Planet Word. Serving a diverse audience, especially students in grades 3 through 12 and their teachers and chaperones, as well as families and lifelong learners, this position is instrumental in bringing the museum's mission to life.

The primary function of this role is to design, facilitate, and evaluate high-quality educational programs that inspire participants to play with, explore, and deeply appreciate the power of language arts, literature, and communication. Operating at the intersection of creative program design and cross-departmental operations, the Manager of Education Programs ensures that every "Wordshop" and youth-facing public offering is as participatory as possible, educationally rigorous, culturally responsive, and seamlessly delivered from start to finish.

ESSENTIAL FUNCTIONS (*other duties as assigned)*

- Maintain the high quality of Planet Word's existing Education programs, such as Educator Resources, Wordshops, Themed Experience Guides, Literacy Liftoff and more by continually evaluating and updating teaching and support materials for improved accessibility, cultural sensitivity, accuracy, and engagement
- Manage all aspects of producing enhanced field trip experiences for 3rd–12th grade students at Planet Word either created in house (our suite of hour-long Wordshops) or in partnership with outside organizations.
- Vision and develop new educational offerings as needed in collaboration with the Founder & CEO, Director of Education and Public Programs, and other teams such as new Wordshops, Themed Experience Guides, scavenger hunts, and family and out-of-school time programming and more.
- Work in collaboration with the Visitor Services & Operations, External Relations, Business, Private Group Admissions and other departments to ensure the high quality of educational experiences at Planet Word from start to finish, including registration, payment, and program delivery
- Ensure the high quality of program facilitation by managing 1–2 Museum Teacher(s), as well as possible volunteers, interns, and Visitor Services team members. The Manager of Education Programs will also

personally facilitate programs as needed as well
- Respond to educator and other queries about programming with accuracy, clarity, punctuality, and professionalism
- Spread awareness of and interest in Planet Word education offerings including maintaining accurate, forward-facing descriptions of program offerings on the website, flyers, emails, etc., as well as conducting outreach to schools and hosting educator events onsite at Planet Word.
- Create and maintain annual, monthly, and real-time evaluation and reporting systems on education programs
- Adhere to Planet Word's policies and procedures and represent the museum's core values
- Support a culture of cross-organization communication, collaboration, and information sharing to ensure the success of all Planet Word efforts
- Complete ongoing self-evaluations and trainings as needed

QUALIFICATIONS AND SKILLS
- Bachelor's degree in education, language arts, museum studies, or related field
- At least 3 years' experience working with young people ages 8 and up in a formal and/or informal education context
- Availability for flexible and occasionally long hours based on business needs, as well as occasional evening and weekend availability
- A sense of humor and an ability to communicate enthusiasm for Planet Word's mission, values, and content
- Dependability and punctuality
- Flexibility and the ability to adapt to changing needs and priorities
- Detail-orientation and the ability to keep accurate records of work projects over time
- Experience working as a member of a team as well as demonstrated ability to accomplish tasks independently
- Excellent spoken and written communication skills with both children and adults from different backgrounds
- Comfort using Microsoft products, Google Suite products, and video chat programs. Applicants must be able to perform basic technological and A/V troubleshooting checks

OPTIONAL QUALIFICATIONS AND SKILLS:
Ability to write and teach in Spanish
Knowledge of children's and YA literature
A background in or familiarity with the field of Linguistics
Experience using inquiry method in an educational setting
Experience facilitating virtual programming

WORK ENVIRONMENT AND PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an team member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the team member is regularly required to sit, use hands and arms to operate keyboard, mouse, and phone. The team member needs to regularly use senses of sight and hearing. The team member is frequently required to reach with hands and arms and required to stand, walk, stoop, or kneel. The team member will be responsible for moving and placing light furniture or furniture on wheels.

SALARY AND BENEFITS
$70,000-75,000 per year

Planet Word offers a generous benefits package including: Full employee medical, dental, vision, life, STD/LTD/AD&D coverage plus 50% dependent share and 403(b) plan
PTO: Vacation, holidays, personal days

Planet Word's policy is to provide equal opportunity employment (EOE) to all persons. Planet Word recruits, trains, compensates, and promotes regardless of race, religion, color, national origin, sex, disability, age, veteran status, and other protected status. Planet Word's commitment to promoting diversity, multiculturalism, and inclusion is clearly reflected in the stories we tell. At Planet Word, we strive to provide a forum for civil discourse and to be a place where community, in all its vibrant diversity, can gather to share the words that bridge differences and forge solutions.

TO APPLY
Please send your work availability, resume, salary requirements, and a letter of interest via email to:
careers@planetwordmuseum.org
Subject: Manager of Education Programs