

## ***Education Manager***

**William Butterworth Foundation  
1105 8th Street  
Moline, IL 61265**

### **Organization Mission and Background**

The William Butterworth Foundation aims to create a community that values its heritage, serves one another, and finds joy in learning. Our mission is to honor our heritage by supporting service, culture, and education in the Quad Cities community.

Katherine Deere Butterworth's community involvement and philanthropy led her to establish the William Butterworth Foundation in memory of her husband. Two historic homes, once belonging to John Deere's descendants, are now operated by the William Butterworth Foundation. The sites, Butterworth Center & Deere-Wiman House serve as year-round sites for:

- quality educational and cultural events;
- tours for local, national, and international visitors; and
- meeting space for non-profit organizations valued at over \$400,000 annually.

### **Position Summary**

The Education Manager (EM) researches, designs, implements, and evaluates educational programs, workshops, tours, and public events. The EM collaborates with the Director of Visitor Services and Collections Specialist to ensure program quality and alignment with organizational goals. The Education Manager (EM) leads the design, implementation, and evaluation of educational programs, tours, and public events that advance the Foundation's mission and support a high-quality visitor experience at the Butterworth Center & Deere-Wiman House.

The EM develops audience-focused learning experiences for school groups, families, adults, and community partners, translating the Foundation's historic resources into accurate, engaging, and accessible programming. In collaboration with the Visitor Services Director and the Facilities & Collections Director, the EM ensures interpretive integrity, preservation alignment, and consistency across programs and tours.

The EM supervises part-time education staff and seasonal assistants and works in partnership with Community Relations staff who contribute to the Foundation's docent pool. In collaboration with the Visitor Services Director, the EM helps develop and maintain clear training standards and interpretive content to ensure accuracy and consistency in public-facing experiences. This role coordinates program logistics and evaluation processes, builds relationships with educators and community partners, and contributes to the continued growth and relevance of the Foundation's educational offerings.

**Salary Status:** Full-time, salaried, exempt

**Salary:** \$44,000–\$55,000

**Benefits:**

- Progressive PTO plan based on tenure
- Health Insurance, Dental, Vision, and Life Insurance
- Paid holidays, including annual holiday shutdown
- 401(k) with employer match and profit sharing

**Reports to:** Visitor Services Director

**Supervises:** 1 part-time education assistant and 2-3 part-time employees, including seasonal

**Work Schedule:** Monday–Friday, 8:30 AM–5:00 PM, with evening/weekend programs required.

**Job Duties:**

**Program Development & Design – 35%**

- Develop and implement educational programs and workshops.
- Ensure historical accuracy of interpretive materials and programs
- Adapt programs based on feedback and evaluation.
- Report revenue & outcomes for both internal and external constituencies

**Program Delivery & Public Engagement – 25%**

- Present programs and workshops.
- Recruit speakers and musicians for public programming such as Evening at Butterworth series.
- Lead school group visits and family activities.
- Train and supervise assistants and volunteers.
- Develop and execute public events.
- Support marketing of events such as press releases, public service announcements, and social media content.

**Tour Content & Interpretive Support – 15%**

- Schedule tours in collaboration with Visitor Services Director and Community Relations Coordinator.
- Develop and update tour content.
- Assist with tour guide training.

- Contribute to the development and refinement of interpretive materials.

**Program Coordination & Partnerships – 15%**

- Coordinate program schedules, logistics, and registration.
- Communicate with teachers, partners, and stakeholders.
- Track attendance and evaluation data.

**Cross-Department Tasks – 10%**

- Support strategic initiatives of other departments
- Support Visitor Services operations when needed.
- Promote volunteer program & work directly with volunteers.
- Provide program content for marketing.
- Contribute to fundraising endeavors including grant writing.
- Contribute to departmental and organizational procedures as directed

**Expectations for Support of Workplace Culture - All staff work proactively and strategically to promote a positive organization culture and build an effective team.**

- Promote a team atmosphere through collaboration, cooperation and clear communication.
- Strive for overall workplace success by prioritizing the mission and goals of the organization first, support of fellow staff members/team second, and individual job responsibilities third.
- Treat all people (including staff members, visitors, volunteers, and community contacts) with respect at all times.
- Seek opportunities for personal growth and improved job performance through education.
- Provide an excellent experience to the public through fielding questions about the operations, mission and history of Butterworth Center & Deere-Wiman House and helping them find the resources needed or locate event attending.
- Work alongside staff at all Foundation community events, some of which are scheduled on weekends or evenings.

*Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change at any time.*

**Required Qualifications**

- Strong communication and public engagement skills.
- Experience teaching or presenting.
- Ability to design educational programs.
- Strong organizational skills.

- Basic graphic design
- Ability to supervise staff and volunteers.

**Working Environment**

- Office environment in historic space.
- Outdoor environment extremes.
- Frequent interaction with children, families, teachers, and volunteers.

**Required Education/Experience**

- Bachelor's degree in education, history, museum studies, or related field; OR
- 3+ years experience in museum education or public programming.
- National Association of Interpretation certification, preferred

**Physical Demands**

- Lift up to 25 pounds.
- Stand for extended periods.
- Move through historic buildings with stairs.

To apply:

Complete our [online employment application](#) at [butterworthcenter.com/opportunities](http://butterworthcenter.com/opportunities), and submit a resume, cover letter, and three professional references to [HR@butterworthcenter.com](mailto:HR@butterworthcenter.com)