



National Women's History Museum

800 Connecticut Avenue, NW
Third Floor
Washington, DC 20006

Job Title:

Community Engagement Manager, Dallas Museum-in-Residence Program

Organization:

National Women's History Museum

Location:

Dallas, Texas (Hybrid)

Position Type:

Part-Time (25 hours per week with flexible schedule), Three-Year Term-limited Position

Salary:

\$65,000 annually, Benefits Not Included

Position Summary

The Community Engagement Manager serves as the National Women's History Museum's on-the-ground representative for its Museum-in-Residence program at the Dallas Public Library. This position is a three-year, term-limited, part-time position expected to conclude following completion of the Dallas residency and related project activities.

The Community Engagement Manager is responsible for coordinating, implementing, and evaluating educational and public programming related to the Museum's future exhibition, *Until We Are All Free: Faith, Women, and Social Justice*, intended for a January 2027 opening, while supporting the day-to-day stewardship of the exhibition throughout its 18-month residency.

Working closely with National Women's History Museum staff, Dallas Public Library personnel, local educators, community organizations, scholars, and other stakeholders, the Community Engagement Manager will help transform the exhibition into a vibrant hub for learning, dialogue, and community engagement. The Manager will cultivate strategic partnerships, facilitate educational experiences, and ensure the residency advances the Museum's mission of uncovering, interpreting, and celebrating women's diverse contributions to society.

The successful candidate must have access to a reliable internet connection. Occasional travel to the Museum's administrative offices in Washington, D.C., or other locations may be required.

Key Responsibilities

1. Community Engagement and Partnership Development

- Build and maintain relationships with local schools, colleges and universities, DPL branches, cultural organizations, faith communities, nonprofit organizations, and community groups.
- Identify and cultivate strategic partnerships that expand audience engagement and support the goals of the Museum-in-Residence program.
- Serve as the primary community-facing representative of the National Women's History Museum in the Dallas region.
- Support the integration of local stories, perspectives, and community voices into residency programming.
- Foster awareness of the Museum's mission, educational resources, and programs throughout the Dallas-Fort Worth community.
- Identify opportunities for collaborative programming that deepen community engagement and broaden audience reach.

2. Educational and Public Programming

- Develop, coordinate, implement, and evaluate educational and public programs related to the exhibition and its broader themes.
- Facilitate learning experiences for diverse audiences, including students, educators, families, young adults, and lifelong learners.
- Coordinate lectures, workshops, panel discussions, performances, tours, community conversations, and special events.
- Adapt and utilize National Women's History Museum educational resources to support local programming initiatives.
- Collaborate with Museum staff, Dallas Public Library personnel, and community partners to create inclusive, accessible, and engaging learning experiences.
- Support the development of new programming opportunities that connect local stories to broader national narratives in women's history.

3. Museum-in-Residence Coordination

- Serve as the primary liaison between the National Women's History Museum and Dallas Public Library for day-to-day residency activities.
- Monitor the visitor experience and support the ongoing stewardship of the exhibition throughout its residency.

- Coordinate exhibition-related logistics as needed, including program scheduling, stakeholder communications, and event planning.
- Maintain regular communication with Museum staff regarding residency activities, opportunities, challenges, and emerging partnerships.
- Support exhibition opening, closing, and special exhibition-related events.
- Assist in identifying and addressing operational issues to ensure a positive visitor experience.

4. Evaluation and Reporting

- Track attendance, participation, and engagement metrics for programs and events.
- Collect and analyze participant feedback and evaluation data.
- Prepare reports documenting program outcomes, audience engagement, partnership development, and community impact.
- Recommend improvements and adjustments based on evaluation findings and community needs.
- Contribute to grant reporting and impact measurement efforts as needed.

5. Advocacy and Representation

- Represent the National Women's History Museum at community events, conferences, workshops, and partnership meetings.
- Advocate for the Museum's mission and educational initiatives within the Dallas community.
- Foster awareness of women's history and the Museum's work through strategic outreach and engagement efforts.
- Serve as an ambassador for the Museum-in-Residence program and its goals.

Qualifications

- Bachelor's degree in museum studies, public history, education, history, humanities, nonprofit management, or a related field.
- 3-5 years minimum experience in museum education, community engagement, public programming, libraries, cultural institutions, nonprofit organizations, or related fields.
- Demonstrated experience developing and implementing educational, public-facing, or community-centered programs.
- Strong project management, organizational, and relationship-building skills.
- Excellent written, verbal, and interpersonal communication skills.
- Ability to work independently while collaborating effectively with a remote team.

- Demonstrated success building partnerships and engaging diverse audiences.
- Commitment to inclusive, accessible, and community-centered engagement practices.
- Proficiency with Microsoft Office and virtual collaboration platforms such as Slack and Box.

Preferred Qualifications

- Master's degree in museum studies, public history, education, history, nonprofit leadership, or a related field.
- Experience working within museums, libraries, or other cultural institutions.
- Familiarity with women's history, social justice history, faith-based community engagement, public humanities initiatives, or community-centered cultural programming.
- Experience collecting and analyzing program evaluation data.
- Knowledge of the Dallas-Fort Worth cultural, educational, and nonprofit landscape.
- Experience managing multiple projects and stakeholders simultaneously.

Additional Information

- This is a part-time position averaging 25 hours per week.
- Evening and weekend work will be required periodically to support programs and community events.
- The successful candidate must be based in the Dallas-Fort Worth region and able to work on-site at Dallas Public Library as needed.
- Occasional travel to Washington, D.C., and other locations may be required.
- The successful candidate must have access to a reliable internet connection.
- This position offers flexible scheduling and a unique opportunity to help shape the National Women's History Museum's Museum-in-Residence initiative, advancing innovative approaches to community engagement, public programming, and women's history education.

Application Instructions

All applicants must submit their application materials through Submittable (<https://womenshistory.submittable.com/submit>), including a 1–2-page letter of interest and a curriculum vitae (CV) or résumé. Applications submitted via email will not be considered.

Applicants will receive an automatic confirmation email once their materials have been successfully submitted through Submittable. Due to the volume of applications received, the National Women's History Museum is unable to provide individual feedback or status updates during the review process.

Interested candidates are encouraged to apply early. The application portal will close at **11:59 p.m. ET on July 5, 2026**, or once **250 applications** have been received, whichever occurs first.

For technical assistance or accessibility-related questions, please contact history@womenshistory.org. A member of our team will respond as promptly as possible.

Equal Opportunity Employer

The National Women's History Museum is an Equal Opportunity Employer and encourages applications from candidates of all backgrounds and experiences. We are committed to creating an inclusive environment that reflects the diverse communities we serve.