



Jamestown-Yorktown Foundation

Employment Opportunity

Curriculum Specialist (*Full-Time*)

The Jamestown-Yorktown Foundation is seeking a qualified candidate to join a dynamic team of museum educators as our Curriculum Specialist. This position supports our mission, focus and commitment to teach and share the early history of America and the convergence of American Indian, European and African cultures. The successful candidate will work collaboratively with a diverse team of educators, interpreters and curators to create and manage both digital and traditional curriculum materials for classroom and homebased educators.

What are the qualifications for this position?

- Effectively develop, write and edit engaging curriculum resources for various grade/age levels.
- Knowledge of effective digital and traditional curriculum resources used by classroom educators.
- Skilled at working in a creative, fast-paced and evolving work environment.
- Understanding of graphic and interactive web design used in producing digital educational materials, resources, and programs.
- Familiar with Virginia and national K-12 curriculum and current teaching strategies and trends, as well as Instructional design for K-12 audiences.
- Ability to work and collaborate with all levels of professionals, management, staff, general public and volunteers.
- Proficiency with PC, Microsoft 365, and cloud-based learning platforms.

What are the salary and benefits?

The salary for this position is **\$35,000—\$41,000** annually.

Other benefits include:

- State health benefits & flexible spending accounts.
- Paid leave including sick leave, personal leave, annual leave accruals, and 13 holidays.

How do I apply?

Please submit an application either online at <https://virginiajobs.peopleadmin.com/> or by contacting Human Resources at hr@jyf.virginia.gov for additional application options. Applicants only will be screened based on what is presented in the Commonwealth of Virginia employment application and related documents. We are committed to providing equal employment opportunities for all persons and applicants, without regard to age, color, disability, gender, national origin, political affiliation, genetic information, race, religion, sexual orientation, sex (including pregnancy) or veteran status. JYF encourages and invites minorities, women, individuals with disabilities and veterans to apply. We also consider all qualified applicants regardless of criminal histories, in a manner consistent with legal requirements.

What is the Jamestown-Yorktown Foundation?

As an agency of the Commonwealth of Virginia, the Jamestown-Yorktown Foundation is an educational institution that provides through its two history museums an awareness and understanding of the early history, settlement, and development of the United States through the convergence of American Indian, European, and African cultures.

What are the career advancement opportunities?

This position has the opportunity for promotional movement within the Foundation and other agencies within the Commonwealth of Virginia.

We believe that long-term career growth is a key aspect of job satisfaction!

- Professional development opportunities
- Retirement savings plans with limited employer match available (VRS).
- Life & Long-Term care insurance.
- Employee Assistance Program.
- Employee discounts for various services, including Verizon.