



Position Description - Research and Education Manager

Overview

The International Tennis Hall of Fame preserves and promotes the history of tennis and celebrates its champions, thereby serving as a vital partner in the growth of tennis globally. The Museum is an AAM-Accredited organization and a Smithsonian Affiliate located in Newport, Rhode Island. Housed in the Newport Casino, a National Historic Landmark, the Museum is dedicated to fostering an appreciation of the historical development of tennis, examining its impact on our culture, and preserving the history of the Newport Casino. The Museum accomplishes these goals by collecting, maintaining, interpreting, and exhibiting its collections for a diverse audience.

This position, which reports to the Curator, will work with the Content Team to provide valuable research to support to promote the ITHF to staff, writers, the public, and the greater tennis community.

The Research and Education Manager has a primary responsibility for being the institutional resource for research within the collection and greater tennis history. The ideal candidate is highly organized, personable, can work independently as well as with a team, and has a passion for exploring the untold stories of history. The candidate also curates digital and in-person educational content for adults and children and may appear before groups as a spokesperson to present on research topics related to tennis history and the International Tennis Hall of Fame.

Key Responsibilities and Priorities

- Support the Curator to ensure museum is operating in accordance with the American Alliance of Museums (AAM) professional standards.
- Work with the Content team on development of both physical and digital exhibits.
- Develop educational and public programs that promote the history of tennis.
- Assist with Enshrinement process including researching, writing, and editing nominee bios and maintaining records on all nominees, Enshrinement process, and Hall of Famers.
- Provide ideas and research to support content plans for ITHF events including Hall of Fame Weekend, Induction Ceremony and Legends Ball.
- Assist across all ITHF departments with research needed in strategic projects.
- Perform searches and answer requests from the public for information and material.
- Provide outreach, reference, and research services to staff and external users, including image requests for publications, exhibitions, programming, publicity, etc.
- Accession, appraise, process, describe, and preserve archival material, including electronic records using industry standard best practices.
- Build audiences and oversee outreach with regional groups to create sustained relationship with community partners.
- Create resources on teaching centered on the history of tennis, the Hall of Famers and the Museum collection.



- Work closely with the ITHF museum professionals to develop, implement, and oversee the museum's schedule of public programs. Establish an evaluation process to regularly review success of the public programs. Engage in best practices of inclusion to all museum programs.
- Organize trainings and materials for staff and volunteers on special exhibitions, public programs, and the permanent collection.

Required Skills:

- Excellent research skills.
- Knowledge of museum database programs
- Ability to juggle many projects and meet deadlines in a high-energy, fast-paced environment.
- Excellent computer skills, experience, and knowledge of Microsoft Office Suite
- Strong written and oral communications skills required.
- Self-motivated and committed to workplace participation and diversity
- Ability to work with many departments.
- Enjoys formal and informal public speaking and interactions.

Qualifications

- Professional experience working in research, education and/or B.A. in Education, Museum Studies, Humanities or Art History.
- Archival Management or Related Field
- At least 5-years relevant experience
- Knowledge and appreciation of the sport of tennis.

Location, Employment Type & Compensation

- Full Time, Exempt
- Salary range: \$45,000-55,000
- This position requires the flexibility to work weekends and evenings when necessary.
- The International Tennis Hall of Fame is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, age, gender identity or expression, sexual orientation, religion, national origin, disability status, familial status, or any other category protected under applicable federal, state or local law. We strongly encourage individuals of all backgrounds to apply.

To apply, please submit a cover letter and resume to Nicole Markham, Curator of Collections at markham@tennisfame.com by December 17. No phone calls, please.