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<b>Title of Position *</b>	Free Enterprise Institute Programs Manager
<b>Institution *</b>	Dr Pepper Museum and Free Enterprise Institute
<b>Position Location: City &amp; State *</b>	Waco, TX
<b>Position Closing Date</b>	

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**About the Institution**

The Dr Pepper Museum was founded in 1988 to educate and entertain the general public through the collection, preservation, interpretation, and exhibition of objects relevant to the history of the soft drink industry, and through that example, the free enterprise economic system. The Dr Pepper Museum & Free Enterprise Institute is a private, non-profit organization governed by a Board of Directors elected by its membership. The Museum and Free Enterprise Institute opened to the public in May 1991 and has hosted over 1,200,000 visitors.

**Institution Website Address**

<http://www.drpeppermuseum.com>

**Summary of Responsibilities**

The Dr Pepper Museum & Free Enterprise Institute in Waco, Texas seeks a museum professional to serve as the Free Enterprise Institute (FEI) Programs Manager. This senior staff position works to leverage the museum's resources to support the educational opportunities on-site and off-site. As the lead representative of the Dr Pepper Museum's Free Enterprise Institute, the Programs Manager is responsible for building and maintaining strong relationships with our key educational stakeholders.

The Programs Manager will lead and coordinate the museum's efforts in developing and implementing quality informal, innovative, and engaging curriculum-aligned programming to schools, outreach venues, adults, families, and children. He/She will have overall responsibility for the development of free enterprise program content and activities as well as all aspects of administration of the educational programs. The Programs Manager is also responsible for the management of part-time staff, interns, and volunteers as tour guides and participates on the exhibit development team as an advocate for the visitor experience. Occasional weekend and evening scheduling is required.

**Required Qualifications**

The successful candidate will have some or all of these qualifications:  
An undergraduate degree in Education, History, Economics, or Museum Studies  
Educational credentials at the Masters level is preferred  
Classroom teaching experience is desirable  
Knowledge of State of Texas learning standards and education reforms  
Strong communication and presentation skills  
Well-developed organizational skills and attention to details  
Above average computer skills, MS Office, Internet, desktop publishing, and data base management

**Compensation**

Full-time salary commensurate with experience

**Apply at this Website:****Apply with this email:**

[jackmck@drpeppermuseum.com](mailto:jackmck@drpeppermuseum.com)

**Special Instructions to Apply:**

Please send cover letter, resume, professional references, and salary history to:

Dr Pepper Museum & Free Enterprise Institute  
Executive Director  
300 South 5th Street  
Waco, Texas 76701  
[jackmck@drpeppermuseum.com](mailto:jackmck@drpeppermuseum.com)

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