

Position: Education Manager
Reports to: Chief Operating Officer
Status: Full-Time
Schedule: 40 hours/week. Variable schedule including regular business hours and Saturday/Sunday availability is required.
Compensation: \$45,000 to \$62,000 annually (DOE) plus medical, dental and vision benefits. 403b retirement plan available.

Objective: Reporting to the Chief Operating Officer, the Education Manager plans, implements, and participates in all museum educational programming and initiatives, including curriculum development, planning, logistics, and staff training for all interactive STEAM (science, technology, engineering, art, and math) programs. In addition, the Education Manager oversees content development and administration of the volunteer and intern programs at The Discovery. The Education Manager also provides oversight of community partners and partnerships and assists in developing plans and measures of success for organizational culture, equitable practices, justice, and antiracism efforts.

Job functions:

- Supervise the logistics and administration of museum programs, including but not limited to; school field trips/group visits, demonstrations and floor programming, *The Shop*, *Spark!Lab Smithsonian* and *Art Alcove* programming, and special event programming (examples include Social Science and Chemistry of the Cocktail).
- Oversee the design of program curriculum and materials with various goals, audiences, and topics.
- Directs the evaluation measures for individual programs
- Develops, implement and track annual budget for museum education.
- Facilitate mutually beneficial collaborations and partnerships with other organizations.
- Manage NSF Broadening Impacts partnerships
- Using a shared leadership model, assist in the development of plans and measures of success for organizational culture, equitable practices, social justice, and antiracism efforts
- Assist in writing proposals and budgets as needed for grants and other development-related activities.
- Provide content for program marketing materials
- Set the strategic directions for volunteer programs including, the recruiting, managing, and methods for retaining a core team of adult and teen volunteers from the community
- Oversee the strategic planning, creation, and facilitation of education and volunteer staff training and development.
- Other duties assigned by the Chief Operating Officer

Requirements:

- Bachelor's Degree in science, education, or museum studies
- Master's degree in related area strongly preferred.
- 5 to 10 years' experience in informal education, with increasing responsibilities
- Or a combination of education and experience.
- Management and supervision experience preferred.

Necessary skills:

- Excellent verbal and written communication skills
- Ability to work enthusiastically, respectfully, and professionally with a wide variety of audiences
- Superior written and verbal communication skills
- Management and Supervisory skills
- Dynamic Presentation skills.

Characteristics:

- Strong organizational skills and the ability to manage multiple projects simultaneously
- Ability to work independently and as part of a team
- Ability to work some weekends, holidays, and evenings
- Excellent customer service skills with visitors of all ages
- Ability to adapt to shifting priorities with good humor

Environment: General office environment. Work is sedentary in nature but may require standing or walking for up to 50% of the time. Work is generally performed within an office environment, with standard office equipment available. Occasionally assist with special events including setup and tear down which may require manual labor and/or heavy lifting; moving exhibits, moving standard and temporary furniture, adhering decorations and using your creative intuition.

How to apply: Please e-mail resume, cover letter and three references to jobs@nvdmm.org. No phone calls please.

The Terry Lee Wells Nevada Discovery Museum is an Equal Opportunity Employer. Qualified persons are considered for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, genetic information, political affiliation or disability. The Terry Lee Wells Nevada Discovery Museum is a drug-free workplace.