POSITION TITLE: Director of Education

DIRECT ACCOUNTABILITY: President & CEO (Interim)

QUALIFICATIONS:
BS Degree in Education, or related field. MS degree preferred. Ten years experience managing staff, developing curriculum, managing partnerships, creating and implementing programs, and events preferably in a Museum setting. Must be a highly creative thinker and have a passion for STEM, and career development education. Must be capable of working cross-departmentally to conceptualize, design, plan, implement, and evaluate new programs and grant funded initiatives. Experience with public schools or teaching preferred. Familiarity with makerspace tools, hand tools, computer hardware, software, and technological systems is preferred. Good organizational and delegation skills. Entrepreneurial sprite is necessary. Must have great public speaking and presentation skills. Excellent writing and verbal skills. Can solve complex problems and make difficult decisions. Work in a variety of locations such as the exhibit floor, classrooms, schools, makerspace, in the community, and out in the field. Hours vary each week with work required on weekends and holidays. Must be able to lift more than 50 lbs. May be required to stand all day.

SUMMARY:
Director of Education will lead all aspects of the Education Department overseeing a team of 20 – 30 staff in the delivery of quality programs to 50,000 students and over 250,000 guests each year. The position is responsible for managing all programs, department staff, volunteers, budget, schedules, grants, training, contracts, and fee-based revenue. It is responsible for exhibit floor operations including staffing the simulators, Makerspace, daily schedule, Science Park, and all exhibit areas. The Director of Education is responsible for generating over $460,000 in fee-based revenue each year and serve as a liaison between all internal departments and external community partners. The Director of Education oversees and develops high-level relationships that involve universities, the school system, and/or community partners that are part of STEM initiatives.

DUTIES AND RESPONSIBILITIES:

1. Foster a culture that embraces creativity, experimentation, and innovation. Maintain and develop a positive, energetic, passionate, and inspired team that will prepare and implement short-term and long-term strategic initiatives in support of the Museum’s Mission and Strategic Plan.

2. Work with all departments, community partners, advisory groups, funders, and the education team to conceptualize, design, write, prototype, fund, implement, and evaluate high quality educational experiences.

3. Supervise all fee-based programs and grant funded initiatives including; special events, KST shows, school labs, birthday parties, outreaches, camps, sea turtle walks, camp-ins, off-site camps, Discovery After Dark, App-titude, and all STEM Center offerings. Take full responsibility for the
messaging, content, safety, and implementation of all program offerings, demonstrations, and activities.

4. Schedule, manage, and cross-train the Education team and delegate assignments regularly to ensure that programs and floor duties are properly delivered in the highest quality guest experience possible.

5. Develop, implement and manage projects and timelines in order to ensure meeting of determined objectives and deliverables.

6. Collaborate with staff across departments to develop creative programs, events, and partnerships.

7. Inform marketing of programs by writing content for publications, brochures, website and other collateral as needed.

8. Assist in grant writing and project development in order to secure funding for programs and initiatives. Identify and assist in the pursuit of new funding opportunities and program models that will generate additional revenue for the Museum.

9. Assure that all Education spaces including offices, classrooms, labs, Makerspace, and storage areas, are organized, clean, safe, and professional in appearance and function.

10. Assist in administrative duties such as; budget development, calendar planning, grant writing, grant reporting, scheduling staff, hosting meetings, attending meetings, making presentations, and evaluating staff performance.

11. Ensure all staff is properly trained on safety protocols regarding to the operations of the motion simulators, animal handling, and makerspace tools and equipment before they begin work in these areas.

12. Ensure that Education staff are trained on subject matter, program delivery and methodology, pedagogy, content development, customer service and other skills as applicable. Hold staff and volunteer trainings as necessary and support staff professional development.

13. Study industry trends and best practices to make sure the Museum is on the leading edge of programmatic and technological offerings including augmented reality and spatial computing.

14. Provide for regular evaluation of programs and floor operations. Use visitor evaluations and COVES data to improve the visitor experience. Utilize surveys and pre and post program evaluation data to measure the extent to which programs meet identified learning objectives and other targets.

15. Collaborate with senior team to align programs with IMAX films and traveling exhibit content.

16. Perform other duties as assigned.

COMPETENCIES:

1. Communication Proficiencies.
2. Time Management.
5. Results Driven.
6. Personal Effectiveness/Credibility.
7. Performance Management.
8. Flexibility.
10. Stress Management/Composure.
11. Project Management.
12. Motivational Skills.

SUPERVISORY RESPONSIBILITY:

This position manages all programs, in the MODS Educational Department and is responsible for the hiring, training, and management of team members in collaboration with the division managers.

WORK ENVIRONMENT:

This position is required to operate in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 2 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

POSITION TYPE AND EXPECTED HOURS OF WORK:

This is a full-time, exempt position. Days and hours of work are generally Monday through Friday, 8:30 a.m. to 5 p.m., however, you must be available evenings or weekends as needed.

TRAVEL:

Some overnight travel is expected for this position and local day travel as needed.

REQUIRED EDUCATION AND EXPERIENCE:

Undergraduate degree in a STEM-related or education field, Master’s preferred in related field.

Minimum of 10 years proven educational leadership experience in a museum, science, cultural, or educational environment with significant capital and operating responsibilities.
ADDITIONAL ELIGIBILITY QUALIFICATIONS:

1. Highly developed interpersonal skills. Ability to meet people with ease.
2. Strong organizational skills, well disciplined, able to work under pressure of many priorities and meet deadlines.
3. Must have class E driver license and own vehicle.