POSITION: STEM Center for Education and Career Development Manager

ACCOUNTABILITY: Director of Education

QUALIFICATIONS:
Position requires a bachelor’s degree, master’s preferred, in a STEM-related discipline, and a minimum of 5 years of experience in a Museum or educational setting. Must have proven successes in managing large budgets and projects. This position requires a highly organized individual with a commitment to creating partnerships and delivering high quality STEM programs. Excellent communications skills required.

SUMMARY:
The STEM Center for Education and Career Development Manager will be primarily responsible for but may not be limited to: supervision and management of the budget, revenue and operations for STEM Center PreK-12 school programs and camps, and grant funded projects. Some special event weekends or evening hours are required.

DUTIES AND RESPONSIBILITIES:

1. Initiate partnerships with educational institutions, schools, other community organizations and/or businesses to create STEM programs and special events that further the mission of the STEM Center and that attract grant funding and/or sponsorship support. Coordinate these efforts with the Museum’s development and marketing teams.
2. Supervise the STEM Center program offerings and ensure the programs meet all budget and revenue goals. Always provide the highest-quality programs and customer service.
3. Develop, coordinate, and supervise all aspects of the Museum’s PreK-12 school programs including outreach, school labs, and demonstrations.
4. Develop, coordinate and supervise all aspects of the Museum’s camp programs including 9-week summer camp, holiday camps day-camps, and camp-like programs.
5. Supervise the STEM coordinators, teachers and other educators.
6. Provide support to the Education Department by working on the Museum floor as an educator during as needed.
7. Manage project budgets and participate in the development and implementation of the Department’s program calendars, annual operating budgets, and revenue goals.
8. Serve as the liaison between the school systems and PreK providers in the tri-county area and the Museum.
9. Proactively develop working relationships with various STEM agencies to form collaborations, in order to build grant-funded programs.
10. Develop at least 5 new programs each year and work with the Marketing Department to create new collateral materials and the annual School Programs Educator guide, camp brochures, and website updates.
11. Train staff on new and existing programs and serve as the lead teacher to develop and deliver STEM Center programs, school programs, outreach programs and grant funded projects.
12. Implement projects and other related duties as assigned.

COMPETENCIES:

1. Written and Verbal Communication Skills.
2. Excellent customer service skills.
3. Project management.
4. Time Management.
5. Budget Management.
6. Ability to work with little or no supervision.
7. Detail oriented and excellent organizational skills.
8. Excellent analytical, critical thinking, and problem-solving skills.
9. Ability to handle multiple projects simultaneously and independently.
10. Proven self-starter with demonstrated ability to make decisions.
11. Excellent relationship building, interpersonal and leadership skills.
13. Personal Effectiveness/Credibility.
14. Flexibility.
15. Technical Capacity.
17. Creative ability.
18. First Aid, CPR and AED Certification within 90 days of start.

SUPERVISORY RESPONSIBILITY:

This position hires, trains, evaluates, and supervises STEM Curriculum Coordinators, STEM Teachers, part time staff, App-titude Interns, and volunteers. Oversee the coordination, tracking, and implementation of various grants.

WORK ENVIRONMENT:

This job operates in a fast-paced, non-formal educational museum setting. Must be able to perform the following physical behaviors repetitively throughout a shift: standing, walking, handling, reaching horizontally, grasping firmly, reaching above the shoulder, reaching below the waist, pushing buttons, bending, twisting, stooping, squatting, crouching, kneeling, and pushing. Must be able to lift and carry up to 50 lbs. Position may include indoors and outdoors in extreme temperatures.
POSITION TYPE AND EXPECTED HOURS OF WORK:

This is a full-time, exempt position, 40 hours per week. Days and hours of work will vary depending on Programs scheduling requirements. Must be available evenings and/or weekends, holidays, and overnights.

TRAVEL:

Some overnight travel may be expected for this position. There will be occasional local day travel.

REQUIRED EDUCATION AND EXPERIENCE:

Bachelor’s degree required, Master’s preferred, in education, environmental science, biology or STEM related field and a minimum of 5 years’ experience in a Museum or educational setting.

ADDITIONAL ELIGIBILITY QUALIFICATIONS:

Must have class E driver license.

SIGNATURES:

This job description has been approved by all levels of management:
Manager____________________________________________________
President/CEO _______________________________________________
HR_________________________________________________________

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_______________________________ Date______________