



MUSEUM OF DISCOVERY AND SCIENCE

JOB DESCRIPTION

POSITION: STEM Center & Aviation Academy Manager

ACCOUNTABILITY: VP of Education

SUMMARY:

The STEM Center Manager will be responsible for the supervision and management operations of the STEM Center K-12 school programs, Maker Space and grant funded projects. In addition, the STEM Center Manager will be responsible for the design and implementation of the museum's Aviation Academy which will cultivate more STEM professionals and build pathways to propel middle and high school students to take courses in aerospace technologies and pursue degrees that lead to careers in aviation.

QUALIFICATIONS:

Bachelor's degree required; Master's degree preferred in a STEM-related discipline and a minimum of 5 years of experience in a museum or educational setting with an emphasis on STEM education and curriculum development. 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 and interpersonal skills required and be self-motivated. Must be able to stand and walk for extended periods of time and lift 50 lbs. Must be available to work weekdays, and some evenings, weekends, and holidays will be required.

RESPONSIBILITIES:

1. Develop, coordinate, and manage all aspects of the Museum's K-12 school programs including outreach, school labs and demonstrations.
2. Manage the STEM coordinators, teachers and other educators.
3. 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 Audience Engagement teams.
4. Manage project budgets and participate in the development and implementation of the Department's program calendars, annual operating budgets, and revenue goals.
5. Train staff on new and existing programs and serve as the lead teacher to develop and deliver the Aviation Academy and other STEM Center programs, school programs, outreach programs and grant funded projects.

6. Develop at least 5 new STEM programs each year and work with the Audience Engagement Department to create new collateral materials and the annual School Programs Educator Guide, camp brochures and website updates.
7. Recruit and manage a corps of Broward high school interns in aviation-focused real-world projects, utilizing technology in a hands-on approach.
8. Build a foundation for learning from K through high school, encouraging students to find their place in the world of aviation and giving them the tools to get there such as challenging students to apply problem-solving and critical thinking skills to the process of designing, building, and testing that will align with state and national educational standards.
9. Expose students to opportunities and careers in the aviation industry by bringing aviation technology speakers and other aviation professionals to the museum.
10. Create and deliver aviation-focused programs in *The Hangar* makerspace, Sprouting STEM Early Childhood Learning Lab as well as in the community through the MODS STEMobile.
11. Create and deliver educator training to our current professional development offerings, approved by Broward County Public Schools (BCPS) for in-service credit.
12. Develop partnerships, Broward County Public Schools, Broward College and other local colleges and schools.
13. Provide ongoing evaluations of Aviation Academy and STEM Center programs to ensure the effectiveness of the curriculum.
14. Provide support to the Education Department by working on the Museum floor as an educator during weekend events, holidays and evening special events and offsite programs as needed.
15. Pass all levels of the animal handling training program.
16. Purchase and manage the budget, supplies and equipment to conduct all Aviation Academy and STEM Center programs.
17. Manage the Aviation Academy and STEM Center program offerings and ensure the programs meet all budget and revenue goals.
18. Implement programs within budget cost parameters and participate in the development of the department's annual operating budget and revenue goals.
19. Always provide the highest-quality programs and customer service.
20. Serve as a liaison between the school systems and K providers in the tri-county area and the museum.
21. Always represent the Museum's best interest both internally and externally.
22. Implement projects and other related duties as assigned and qualified.

COMPETENCIES:

1. Written and Verbal Communication Skills.
2. Excellent customer service skills.
3. Project management.
4. Budget Management.
5. Self-motivated.
6. Time Management.
7. Ability to work with little or no supervision.

8. Detail oriented and excellent organizational skills.
9. Excellent analytical, critical thinking, and problem-solving skills.
10. Ability to handle multiple projects simultaneously and independently.
11. Proven self-starter with demonstrated ability to make decisions.
12. Excellent relationship building, interpersonal and leadership skills.
13. Collaboration Skills.
14. Personal Effectiveness/Credibility.
15. Flexibility.
16. Technical Capacity.
17. Project Management.
18. First Aid, CPR and AED Certification within 90 days of start.

SUPERVISORY RESPONSIBILITY:

This position hires, trains, evaluates and manages Aviation Academy and STEM Curriculum Coordinators, STEM Teachers, and other Aviation and STEM education staff.

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 Education scheduling requirements. Must be available weekdays, evenings, weekends, and some holidays.

TRAVEL:

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

REQUIRED EDUCATION AND EXPERIENCE:

Bachelor's degree required; Master's degree preferred in education. Project management and supervisory skills are required. A minimum of 5 years' experience in a museum or educational setting.

ADDITIONAL ELIGIBILITY QUALIFICATIONS:

Must have a valid class E driver license.

SIGNATURES:

This job description has been approved by all levels of management:

VP of Education _____

President & CEO _____

HR _____

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

Employee_____ Date_____