



**Application Instructions**  
**Adult and Community Programs Manager**  
**at Montshire Museum of Science**

We welcome your application for the position of **Adult and Community Programs Manager** at the Montshire Museum of Science.

Please review the attached position description and include the following four items with your application:

- 1-page cover letter
- Resume
- 1-2 page bullet-list summary that explains how your previous experience supports each of the duties and responsibilities listed in the position description
- List of 3–4 references; please provide the affiliation, day and evening phone numbers, mailing address, and email address for your references  
*(Do not send letters of reference. We will contact references directly.)*

**Please email your application as a Word or PDF file to [jobs@montshire.org](mailto:jobs@montshire.org) by Friday, April 29, 2022**

- Please do not send your application embedded in the text of an email message.
- All applications received will be reviewed starting Monday, May 2, 2022. After you submit your application, we will confirm by email that your materials have been received and that your application is complete.
- We anticipate a target starting date of June 15, 2022.

Thank you for your interest in the Montshire Museum of Science. We look forward to reviewing your application!



## **Job Description**

### **Adult and Community Programs Manager**

**DEPARTMENT:** Science Education

**SUPERVISOR:** Director of Education

The **Adult and Community Programs Manager** is a new position and member of the Montshire's Science Education team. It serves as the programmatic lead for the development and implementation of programs designed to engage teens, adults, and community members in critical issues in science, while also working as part of the larger Science Education team to ensure enriching and memorable experiences in science for the Montshire's broader audiences on and off-site.

#### **RESPONSIBILITIES**

##### **New Initiatives (65%)**

Teen Programming. Develop, implement, and evaluate citizen science programs designed to engage teen and/or college audiences in current science and leadership development opportunities. Develop community partnerships with local businesses to create STEM career pathway and/or career mentorship initiatives. Oversee Montshire Educational Internship program (recruiting, training, and evaluating).

Adult and Community Programming. Plan, implement, and evaluate various lecture series, evening social events, and community conversation round-table events for adult audiences around critical current issues of science and society.

Program Evaluation. Work collaboratively with Education team to regularly evaluate new and existing programs. Participates in data collection, documentation, and reporting.

##### **General Museum Education (25%)**

Science Education. Support the larger Education team by serving as a rotating floor explainer and by assisting with program delivery for special events.

Teacher Professional Development. Provide backup support to the School Program Manager for the development, coordination, and implementation of teacher professional development opportunities that advance inquiry-based STEM education for elementary teachers as part of the Montshire's school partnership initiatives.

Outreach. Support the development and delivery of off-site programming to schools, community centers, and events.

## **Other / General Museum (10%)**

General Program Coordination. Tracks and confirms registration, participation, expenses and revenue associate with programs under management.

Cross-department collaboration. Works collaboratively with Montshire staff on museum-wide initiatives such as strategic/grant planning, volunteer training, and marketing. Participate in conceptualization and execution of grant-funded projects.

Special Events. Attends and provides staffing support to special events (may involve occasional evenings and weekends).

## **SUPERVISION OF OTHERS**

This position will provide oversight of the Montshire's Education Interns (seasonal).

## **KNOWLEDGE, SKILLS, AND EXPERIENCE REQUIREMENTS**

- Four-year college degree with strong interest and academic background in science required; graduate degree in education or STEM-related field preferred
- Experience in teaching and/or guided facilitation, preferably in information educational settings with children and families
- Ability to facilitate challenging, sometimes controversial group conversations respectfully, with grace and poise
- Demonstrated understanding of informal learning and inquiry-based approaches to learning with the ability to communicate scientific content and concepts effectively to diverse audiences
- Interest and enthusiasm for working with visitors of all ages, backgrounds, and abilities and commitment to creating a welcoming and inclusive learning environment
- Bilingual (English-Spanish) or fluency in Spanish, desirable
- Growth mindset with desire to expand abilities, conceptual understanding, and knowledge

## **WORKING CONDITIONS**

- Congenial and fast-paced non-profit museum environment
- Must work well in both an individual and team setting
- May be asked to drive Museum vehicles, including minivans, small trucks, or cars with trailers.
- Flexible thinking and ability to adjust expectations as needed
- Able to lift and carry 50 pounds; able to climb stairs and ladders, and to navigate outdoor landscape and hiking trails
- All Montshire employees are subject to a criminal background check
- Montshire Museum of Science requires that all employees and volunteers be fully vaccinated against COVID-19

**TIME COMMITMENT**

- Full-time hourly position (37.5 hours/week) with weekend work required (either a set Tuesday through Saturday or Sunday through Thursday schedule -OR- Monday through Thursday with alternating weekends); Part-time may be considered.
- Occasional evening hours required.

**SALARY AND BENEFITS**

Salary: \$44,000–46,000 depending on education, skills experience. Full Montshire benefits, including health insurance, 403(b) retirement savings, paid sick leave, paid vacation and personal time, life insurance, and short- and long-term disability insurance.

**The Montshire Museum of Science is an Equal Opportunity Employer with a passionate commitment to diversity, equity, and inclusion.**