



Application Instructions

Director of Education at Montshire Museum of Science

We welcome your application for the position of Director of Education 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 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

Director of Education at Montshire Museum of Science

DEPARTMENT: Science Education

SUPERVISOR: Executive Director

The **Director of Education** is a member of the Montshire Museum of Science's senior leadership team and is responsible for planning, developing, implementing, and evaluating museum education programs to advance the Montshire's strategies for audience and community engagement in science. Provides supervisory leadership for the Montshire's growing Science Education team, helps to strengthen select community and school partnerships, and works collaboratively with staff from other museum departments to align and integrate educational programs into the larger work of the Montshire.

RESPONSIBILITIES

Department Leadership (50%)

Strategic Planning, New Initiatives, and High Impact Projects. As member of the Montshire's senior leadership team, participates in cross-departmental strategic planning to advance the mission, vision, and educational strategies of the Montshire. Works collaboratively with museum leadership and other staff to evaluate existing educational programs and new, potentially high-impact opportunities. Develops productive relationships with outside organizations such as school districts, youth-serving organizations, and other informal science institutions/associations. Works to advance the Montshire's Diversity, Equity, Access, and Inclusion (DEAI) initiatives.

Staff Supervision and Management. Ensures highest level of educational impact and program delivery for the Montshire's core audiences through effective management and deployment of education department team members, including salaried and seasonal paid staff, college interns/work-study students, and volunteers. Is responsible for developing annual staffing plans, and for recruiting, hiring/terminating, orienting, developing, and evaluating department staff. Ensures that educational programs are staffed and delivered with scientific accuracy and high quality. Leverages education interns, seasonal staff, and volunteers to maximize on and off-site programming. Oversees recruitment, hiring and training process for summer camp staff.

Budget and Reporting. Works closely with the Montshire's administrative staff to create, track and report on department and project budgets. Provides oversight for staff time allocation to grants and purchasing educational materials. Maintains summer camp budget. Monitors and reports on visitor contact hours for educational programs, and shares pertinent attendance information across departments.

Support for Grant Funded Projects. Participates in the conceptualization and development of select grant proposals. Collaborates with administrative staff to coordinate activities for select grant-funded projects, including project staffing, content development, and program development, delivery, and evaluation. Ensures that deliverables are completed on time and within budget. Facilitates communication and collaboration among team members and external partners.

Program Promotion. Ensures timely coordination with Marketing for advertising and promotion of Education programs, activities and events.

Program Development and Delivery (50%)

Education Program Management. Will serve as primary Education Program Manager for ONE of the following areas: STEM Education, Early Learning, Outdoor Education, or Adult and Community Engagement. *(Please refer to position descriptions for these positions.)*

Program Development and Delivery. Develops and delivers science education programming through a variety of modalities, including field trip workshops, drop-in programs, outreach to schools and community partner sites, and on-site 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.

SUPERVISION OF OTHERS

Provides direct supervision of five full-time Science Education Staff members, as well as seasonal staff and interns.

KNOWLEDGE, SKILLS, AND EXPERIENCE REQUIREMENTS

- Passionate about STEM education and the mission of the Montshire
- 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; experience working with low income families, children with special needs, rural communities especially desirable
- Collaborative, up-beat, and passionately team-oriented
- Excellent judgment and decision-making skills
- Four-year college degree with strong academic background in science required; graduate degree in science or education preferred
- 3+ years project or program leadership experience (including creation of budgets and staffing plans, scheduling, and reporting)
- 5+ years experience in teaching and/or guided facilitation, preferably in informal educational settings with children and families

- Strong business aptitude and decision-making skills with ability to weigh resource allocation and programmatic impact
- Strong organizer of self and others, including work spaces and calendars
- Able to work, prioritize, and focus on multiple projects amid frequent interruptions
- Specific experience working on grant-funded projects, coordinating summer camps, developing K-12 curriculum, and/or coordinating volunteer programs, strongly preferred
- Strong interpersonal skills and maturity (communicative, collaborative, sensitive to others)
- Excellent speaking, writing, and presentation skills
- Strong computer aptitude (specifically Microsoft Word and Excel, and comfort using databases)
- Solid experience in lesson planning, curriculum development
- Strong classroom/group management skills
- Creative, flexible, resourceful, and willing to learn new things
- Must be able to lift and move large items weighing up to 50 pounds
- Reliable personal transportation, valid driver's license, and excellent driving record
- Bilingual (English-Spanish) or fluency in Spanish, desirable

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
- Occasional weekend and evening work
- Occasional regional and national travel as required for program delivery, project and meeting participation, and/or conferences attendance

SALARY AND BENEFITS

Salary: \$70,000+ 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.