



**Application Instructions**  
**Education Program Manager – Early Learning Specialist**  
**at Montshire Museum of Science**

We welcome your application for the position of **Education Program Manager – Early Learning Specialist** 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**

### **Education Program Manager - Early Learning Specialist**

**DEPARTMENT:** Science Education

**SUPERVISOR:** Director of Education

The **Educational Program Manager - Early Learning Specialist** is a member of the Montshire's Science Education team, and serves as the programmatic lead for the development, delivery, evaluation and administrative coordination of early learning programs at the Montshire, while also working as part of the larger Science Education team to ensure engaging, enriching, and memorable experiences in science for the Montshire's broader audiences on and off-site.

#### **RESPONSIBILITIES**

##### **Early Learning Programming (60%)**

Program Development. Develop and expand curriculum on early STEM topics for young children (ages 0–6) and their parents/caregivers for delivery through various museum programs (such as weekly drop-in programs, playgroups, workshops, summer camp, etc.) Ensure that school field trip program content appropriately supports state/national standards for elementary education.

Program Delivery. Implement early learning programming for family and school audiences through facilitation of drop-in programs, playgroups, workshops, field trips, and camps. Support the larger Education team by serving as a rotating floor explainer and by assisting with programming for special events. Assist in training of summer camp staff assigned to Pre-K sessions.

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

##### **Outreach (15%)**

Serve lead for the development and delivery of outreach programs for select early learning centers and elementary schools (focus Pre-K through Grade 1). Coordinate scheduling, bookings, and contracts with partner schools and with Montshire Science Education team.

##### **Teacher Support (15%)**

Develop, coordinate, and implement teacher professional development opportunities for early learning specialists and early elementary teachers as part of the Montshire's school partnership initiatives.

### **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 volunteer training, strategic/grant planning, and marketing. May participate in grant projects.

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

### **SUPERVISION OF OTHERS**

While this position does not have primary supervisory responsibility for other staff members, she/he may help coordinate efforts of camp staff and/or select volunteers.

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

- Four-year college degree with strong interest and academic background in science and/or early education required; graduate degree in education or STEM-related field preferred
- Experience in teaching or guided facilitation, preferably in informal educational settings with children and families
- 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
- Growth mindset with desire to expand abilities, conceptual understanding and knowledge
- Bilingual (English-Spanish) or fluency in Spanish, desirable
- Clean driving record

### **WORKING CONDITIONS**

- Congenial and fast-paced non-profit museum environment; work includes teaching outside, including in inclement weather
- 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 for off-site programs
- 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)
- Occasional early mornings and evenings

**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.**