

MONTSHIRE MUSEUM OF SCIENCE

Position Announcement

Posting date: March 29, 2022

Climate and Environmental Education Program Manager. Montshire Museum of Science, in Norwich, VT, seeks an enthusiastic and engaging informal educator with a strong background in climate and/or environmental science to serve as Climate and Environmental Education Program Manager

The Climate and Environmental Education Program Manager is a new position that is a member of the Montshire's Science Education team. It serves as the programmatic lead for the development, delivery, evaluation and administrative coordination of new climate, sustainability, and environmental education programs at the Montshire, while also working as part of the larger Science Education team to ensure engaging and empowering experiences in science for the Montshire's broader audiences on and off-site.

Please note: this is a full-time (37.5 hours/week) exempt position that includes full Montshire Museum of Science benefits. Some evening/weekend work and occasional travel is required.

Application Instructions

Climate and Environmental Education Program Manager at Montshire Museum of Science

We welcome your application for the position of **Climate and Environmental Education Program 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 by **February 28, 2023**
- Please do not send your application embedded in the text of an email message.
- All applications received will be reviewed starting Monday, March 3, 2023 and will continue until the position is filled. After you submit your application, we will confirm with you by email that your materials have been received and your application is complete.
- We anticipate a target starting date of mid-April 2023.

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

Montshire Museum of Science Job Description
Climate and Environmental Education Program Manager

Posted: January 31, 2023

DEPARTMENT: Science Education

SUPERVISOR: Director of Education

The Climate and Environmental Education Program Manager is a new position that is a member of the Montshire's Science Education team. It serves as the programmatic lead for the development, delivery, evaluation and administrative coordination of new climate, sustainability, and environmental education programs at the Montshire, while also working as part of the larger Science Education team to ensure engaging and empowering experiences in science for the Montshire's broader audiences on and off-site.

RESPONSIBILITIES

Climate and Environmental Education (60%)

New Program Development. Conceptualize and develop innovative programs to engage child, teen and adult audiences in climate and environmental education, capitalizing on the educational resources of the Museum, the Montshire's 110-acre natural campus, and community partnerships. Engage those we serve in opportunities to become leaders in the areas of climate advocacy and/or activism. Help to forge new strategic partnerships to advance local climate and environmental education.

Program delivery. Engage audiences in educational programs and experiences that explore science at the intersections of climate, ecology, evolution, land use, agriculture, energy, physical and natural sciences, and local history using a mix of hands-on classroom instruction, public programming, intensive field investigations, guided tours, and other programming methodologies. Support the Montshire's larger Science Education team by facilitating select workshops, serving as a rotating floor explainer, assisting with programming for special events and initiatives, such as summer and vacation camps.

Special Projects. Serve as project participant for select grant-funded and/or cross-departmental projects focused on Climate and Sustainability.

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

School Support and Outreach (30%)

Provide staffing support and program facilitation for the Montshire's on-site and outreach programs for elementary schools, community organizations, and select offsite community events. Facilitate select teacher professional development workshops.

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. Collaborate with Exhibits team on content development for outdoor spaces relating to climate and environmental science.

Special Events. Attends and provides staffing support to special events for members, the general public, and other audiences (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 to train and support camp staff and/or select volunteers.

KNOWLEDGE, SKILLS, AND EXPERIENCE REQUIREMENTS

- Four-year college degree with strong interest and academic background in earth science, climate science, ecology, or environmental science is required
- Demonstrated understanding of informal learning and inquiry-based approaches to learning with the ability to communicate scientific content and concepts effectively to diverse audiences
- Experience in teaching or facilitating programs in an informal educational setting (such as a museum, nature center, or other interpretive center) strongly preferred.
- Interest and enthusiasm for working with visitors of all ages, backgrounds, and abilities and commitment to creating a welcoming and inclusive learning environment
- Familiarity with local Vermont / New Hampshire climate, geology, flora and fauna, strongly preferred.
- Growth mindset with desire to expand abilities, conceptual understanding and knowledge

- Able to work collaboratively as part of a team, as well as independently
- Flexible thinking and ability to adjust expectations as needed
- Bilingual (English-Spanish) or fluency in Spanish, desirable

WORKING CONDITIONS

- Congenial and fast-paced non-profit museum environment.
- Work includes teaching outside and offsite, including in inclement weather.
- Must work well in both an individual and team settings; be able to take direction and have initiative to complete tasks independently.
- May be asked to drive Museum vehicles, including minivans, small trucks, or cars with trailers.
- Able to lift and carry 50 pounds; able to climb stairs and ladders, and to navigate outdoor landscape and hiking trails
- First aid / CPR certification required (training provided)
- Clean driving record and reliable transportation required
- 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 some weekend work required
- Responsibilities may require a shifted-weekend schedule, such as; Tuesday through Saturday; Sunday through Thursday schedule; or Tuesday through Friday with alternating weekends on)
- Occasional early mornings and evenings

SALARY AND BENEFITS

Salary: \$45,000 – 47,000 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.