



Montshire Museum of Science Job Description

POSITION TITLE

Director of Education

DEPARTMENT

Education

TITLE OF SUPERVISOR

Executive Director

SUMMARY DESCRIPTION

The **Director of Education** provides leadership, vision, and oversight in developing, implementing, evaluating, and growing all aspects of the Montshire's educational program offerings for children, teen, adult, family, and school and university audiences. The person in this position is a key strategist for developing partnerships with community stakeholders, university researchers, and other collaborators in supporting science education and family learning while broadening the Montshire's relevance and impact in our community and the region.

As part of the senior administrative leadership team, the Director of Education participates in the organization-wide consideration of ideas and issues, and provides leadership for improvement of all aspects of the Museum.

RESPONSIBILITIES

Responsibilities include but are not limited to:

- Initiates, innovates, and leads science, technology, math, engineering (STEM) and early childhood programs and projects that meet the Montshire's strategic goals for science learning, participation, growth, partnerships and collaborations.
- Works collaboratively with Museum leadership in administration, development, exhibits, finance, marketing and communications, and facilities to support institutional goals directly related to visitor experiences and learning, institutional budgets, and cross-departmental work.
- Provides leadership for program development for the various audiences the Montshire supports (children, teens, adults, families, and schools). Works with education team to establish and meet participation goals for various programs, and goals for new program development.
- In collaboration with other senior leadership, is responsible for sponsored project development for educational programs. This includes formulating collaborations, proposals, program narratives, and budgets, as well as program implementation, evaluation, and reporting.

- Responsible for departmental administration including preparing, forecasting, and tracking quarterly budgets, and tracking departmental labor expenses.
- Provides leadership, supervision, and opportunities for professional growth for the education department's team which includes 4-6 full- and part-time direct reports, 30-35 casual or temporary staff indirect reports, and 25-30 volunteer science Explainers and program assistants. Recruits, hires, trains, and conducts performance appraisals for all members of the full and part-time education team. Fosters a departmental culture of innovation and excellence.
- Teaches and facilitates programs for various audiences and continuously seeks new methods to implement high-quality, accessible, STEM education for various audiences.
- Cultivates and maintains relationships with local, state (Vermont and New Hampshire), regional and national formal and informal science education leaders.
- With other members of the Museum's leadership team, participates in activities at the regional and national level that elevate the Montshire as a national leader in informal science education. Attends professional development as needed.
- Participates in trustee and program committee meetings to report on programmatic initiatives.
- Delivers presentations to groups large and small about the educational work of the Montshire.

KNOWLEDGE/EXPERIENCE REQUIREMENTS

- A passion for science, hands-on science/STEM education, science communication, and promoting the relevance of science within our community and broader society.
- Curious, innovative thinker with a vision for 21st century museum programming.
- B.A./B.S. required; M.A./M.S./Ph.D. in a relevant field preferred. Strong background in physical and/or natural science a plus.
- At least 10 years management experience in the science center or other related informal education field. Demonstrated understanding of budgeting, tracking labor costs, and developing and reporting on successful proposals.
- At least 5 years combined experience in teaching or facilitating science experiences in formal and/or informal environments.
- At least 5 years combined experience supervising a team.
- A demonstrated ability to develop and evaluate science-learning experiences appropriate for informal and formal learning environments for a variety of ages.
- Experience working with teams, collaborators, and partners.
- Experience collaborating with universities and other academic or institutional partners.
- Excellent verbal and written communication skills.

WORKING CONDITIONS

- Fast-paced, non-profit museum environment.
- Must work well in both an individual and team setting.
- Comfortable working in an open office environment with little privacy.
- Teaching occurs in classrooms of different sizes, noise levels, and temperatures.
- Work includes teaching outside, including in inclement weather.
- Able to drive Museum vehicles, including minivans, small trucks, or cars with trailer for long distances across New England.
- Able to adjust to unpredictable teaching and work situations encountered in outreach program in schools and communities throughout New England.
- Overnight travel required for specific outreach programs.
- Ability to work long days, up to 14 hours, as needed to accomplish specific program tasks, including in outreach situations.
- Able to lift and carry 50 pounds; able to climb stairs and ladders, and to walk outdoor landscape areas and hiking trails.
- Comfortable working with science equipment, large exhibit components, and biological specimens.
- Fieldwork in local ponds, marshes, streams, fields, and forests for both teaching and specimen collection purposes.
- Working in fabrication shop with power tools.

TIME COMMITMENT

Full-Time, 100% FTE (37.5 hours per week), exempt position.

General work schedule Monday—Friday, 8:30 am to 5:00 pm with occasional early morning, evening, or weekend responsibilities. Some travel required.

SALARY AND BENEFITS

Salaried position. Salary commensurate with education, skills and experience. Full Montshire Benefits.

The Montshire Museum of Science is an equal opportunity employer (EOE).

To apply, send resume and letter of interest by July 1 to education.search@montshire.org with the subject heading Director of Education