Title: Education Manager

Classification: Full-time, non-exempt; Salary range: $43,000-$45,000 plus benefits

Department: Education

Reports to: Executive Director

Position Summary:
Oversees the development, implementation, evaluation and promotion of the Museum’s diverse roster of science education programs for school and youth groups. Develops curriculum, didactic, and interpretive materials to support programming and in-gallery learning. Collaborates with the rest of the Museum team to ensure that the Museum meets its mission through engaging programming.

Specific Responsibilities:

- Ensures that the content of all education programs is relevant to targeted audiences, meets or exceeds established standards, supports Museum goals, and promotes enthusiasm and interest in natural history
- Maintain, develop, promote, implement and evaluate a full roster of youth education programs, including camps, after school programs and supplemental materials
- Develops, promotes, implements and evaluates curricula for Museum school programs both on and off-site to ensure they meet the needs of teachers and students, facilitate inquiry-based learning, and correlate to current science standards
- Collaborate with Executive Director and Public Programs Manager to develop, implement and evaluate didactic and interpretive materials for Museum exhibits
- Develops, promotes, implements and evaluates teacher professional development programs
- Hire and directly supervise the Museum’s Education Coordinators and Education Assistants
- Works with the Public Programs Manager and Volunteer Coordinator to ensure adequate staffing and training for Museum programming
- Oversee Museum’s classroom kit loan program; including content development, evaluation, and maintenance.
- Maintain strong professional relationships with community institutions, educators, and agencies to develop new opportunities, ensure program relevance and forge partnerships
- Inform and monitor budgets of education programs and services to ensure they are meeting targeted benchmarks
- Monitor all grant-funded education programs to ensure compliance with standards and guidelines as outlined by the grantor
- Attend and support Museum special events as needed - including evening and weekend events
- Assists with other Museum duties as assigned by the Executive Director
- Represents the Museum in a professional, positive manner to all stakeholders

Essential Requirements:

- Background in natural history or science (Bachelor’s degree in science strongly preferred)
- Museum experience strongly preferred
• Minimum of 3 years of experience developing, leading and/or evaluating informal educational programs for children, particularly natural history or science programs
• Demonstrated experience creating and implementing standards-aligned programming for K-6 students and educators
• Minimum of 2 years of experience recruiting, hiring and supervising educators, naturalists and/or volunteers
• Excellent organizational and leadership skills with proven track record as an effective team member
• Excellent communication skills (written and verbal)
• Able to research and communicate about contemporary issues relating to conservation news and policies
• Enthusiasm for place-based science education in natural spaces
• Self-motivated, creative, resourceful, and outgoing
• Ability to interact with a variety of different groups
• Bilingual fluency, written and oral, a plus
• Working knowledge of Microsoft Office, web-based software (e.g. Google Suite), and a willingness to learn new systems
• Valid CA Driver’s License

Work Environment

• General office environment with work throughout the Museum’s facilities and outdoors
• Significant computer and telephone work (repetitive movement – typing)
• Frequent sitting, standing, walking, bending, and climbing stairs with occasional lifting (25 lbs)

The incumbent must be able to perform each requirement of the position as outlined in the job description. Essential Requirements are representative and are essential for satisfactory job performance. The Work Environment characteristics are representative of those that may be encountered while on the job. The Museum will make reasonable accommodations to enable individuals with disabilities to perform the essential functions of the position.

To Apply: Interested candidates can apply by submitting a cover letter along with a detailed resume to: employment@santacruzmuseum.org with the subject line: Education Manager.

Please direct questions relating to this position to Angela Ward at employment@santacruzmuseum.org.