

Title: Public Programs Manager
Classification: Non-exempt, 100% FTE (40 hours/week)
Tuesday - Saturday schedule with occasional evenings required
Rate: Salary range \$56,000 - \$62,500 + benefits
Department: Education
Reports to: Executive Director

Position Summary:

The Public Programs Manager develops, implements, and assesses the Santa Cruz Museum of Natural History's Public Programs under the supervision of the Executive Director. Public programming includes a suite of virtual and in-person offerings, including volunteer opportunities, workshops, walks, lectures, and community events. These programs are deeply rooted in our core value of *building community around a shared curiosity for and appreciation of the natural environment*.

The Public Programs Manager is responsible for overseeing public program partner collaboration and coordination, and working with marketing staff to promote Public Programs and online engagement. Through evaluation, they ensure Museum programs are inclusive, effective, and meeting the needs of our audiences.

This is a year-round, 40 hours per week position, eligible for full benefits, and FLSA non-exempt. This position has a Tuesday - Saturday weekly schedule with occasional evenings. This position supervises the Public Programs Coordinators. Occasional travel throughout Santa Cruz County is required to support public programs, and it is important that the Public Programs Manager has a valid driver's license and reliable transportation.

Specific Responsibilities:**Program Development 20%**

- Working with the Executive Director, develops, implements, and assesses new programs (both online and in-person) to address stakeholder needs in support of the Strategic Plan
- In partnership with the development department, foster collaborations with community organizations and program partners
- Collaborates with partner organizations and individuals in the creation of public programs and coordinates logistically with partners
- Assists with exhibit planning, design, and implementation

Program Administration 45%

- Supervises the Museum's Public Programs Coordinators
- Maintains inventory of public program supplies and recommends repairs and upgrades
- Enter public program details into appropriate Museum calendars, website, and Altru database

- Edits, uploads, and shares recordings of virtual programs
- Communicates program details with registrants
- Works with the Public Programs Coordinators to ensure adequate docent/ volunteer/ intern staffing and training for Museum programming
- Oversees the training, supervision, and coordination of volunteers and interns
- Oversees the development, distribution, and analysis of program evaluations
- As available, participates in weekly Education Team meetings
- Work closely with Executive Director to track Program budgets and capacity for Public Programs

Program Facilitation 20%

- Hosts and facilitates events both online and in-person
- Provides moderation for events with program partners
- Serves as content lead and educator for programs led in-house
- Provide supervision and direction to staff, volunteers, and interns as needed during public programs
- Provide coaching and mentoring to staff, interns, and volunteers according to Museum guidelines
- Assists the Public Programs Coordinators in evaluating volunteer performance, and makes recommendations for training and enrichment

Program Promotion 15%

- Working with the marketing team, promotes public events and public engagement online
- Coordinates with staff to direct the calendar for promotions of public events
- Creates content for social media that both promotes events and supports the Museum's mission

Essential Requirements:

- Bachelor's Degree in a related field - OR - 4 years of experience as an Environmental Educator
- Excellent public speaking and education/interpretive skills
- Superb verbal communication skills; polite, personable, and diplomatic in working with diverse constituencies, including challenging children, busy teachers, and volunteers
- Excellent written communication skills with attention to accuracy
- Proficiency working with MS Office Suite, Google Calendar/Docs, and ability to add content in WordPress
- Positivity and flexibility as both a team member and team leader
- Must pass a background check
- Basic knowledge of Santa Cruz natural history
- Desire to increase knowledge of regional indigenous cultures and natural history
- Demonstrated ability to work independently and collaboratively
- Accuracy and attention to detail
- Must have good decision-making skills, and the ability to work both independently and as a member of a team.
- Ability to collaborate with staff, interns, and docents to promote the mission of

Museum

- Ability to manage group sizes between 20-30
- Adherence to uniform standards (nametags) and professional standards for personal grooming
- Access to a personal vehicle for travel within Santa Cruz County

Desired Qualifications

- Fluency in Spanish
- Interpretive Certifications from NAI or The Eppley Institute for Parks and Public Lands
- Experience working with volunteers of diverse ages and backgrounds
- Coursework in Elementary Education, Environmental Education, or Interpretation
- Certification in CPR, Basic First Aid, and/or Wilderness First Aid
- Experience with hosting virtual events
- Video editing experience

Work Environment:

- Standard office environment with occasional work throughout the Museum and outdoors
- Flexible hybrid work schedule
- Significant telephone and computer work (repetitive movement – typing)
- Frequent sitting, standing, walking, bending, and climbing stairs with occasional lifting of light loads (10 lbs.)

Compensation:

Annual salary range \$56,000 - \$62,500. Full benefits include; medical, dental, vision and life insurance; retirement contribution at 2% of annual salary; 20 days of paid time off per year; and 13 paid holidays.

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.

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply for jobs unless they meet every single qualification. The Museum values a diverse and inclusive workplace, so if you are excited about this role but your past experience doesn't align perfectly with all of the responsibilities, we encourage you to apply anyway. You may be just the right candidate for this or other opportunities.

To Apply:

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

Please direct questions relating to this position to Lucy Logsdon
employment@santacruzmuseum.org.

