



POSITION DESCRIPTION

Title: Education Manager

Reports To: Curator

FLSA Classification: Exempt

Approved By: Executive Director and Human Resources Administrator

Approval Date: September 2017

POSITION SUMMARY

The Education Manager creates, delivers, and coordinates educational programming in accordance to the mission of the Evergreen Aviation & Space Museum (EASM), which is “To Inspire and Educate; To Promote and Preserve Aviation and Space History; To Honor the Patriotic Service of Our Veterans.” The Education Manager networks and markets education programming to current and potential external customers to fulfill the strategic goals and vision of EASM. This position requires an outstanding communicator who can interact with diverse individuals in small and large group settings representing EASM to external customers, including school administrators, teachers, students, and parents, in addition to internal customers across all functions of the organization.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Creates, innovates, develops, and implements historic and scientific educational programs and events that conform to the mission of the EASM and that attracts a diverse audience and population.
- Researches and consults with other museum staff and volunteers and performs to ensure that programs are scientifically and historically accurate.
- Creates procedures and processes to maximize department effectiveness in sourcing various program events to keep the different site offerings interesting and engaging to returning guests.
- Coordinates with other EASM Departments as needed on the implementation of education program plans and staffing.
- Collaborates with the Marketing Department to maximize advertising opportunities and assists with the development and design of programs and publicity-related publications including bulletins, flyers, and newsletters.
- Evaluates program effectiveness and makes recommendations on content and procedure improvements based on customer satisfaction, number of people served, and return on investment (ROI) with or without an outside evaluator.
- Assists in identifying sources of grant funding opportunities and to develop collaborative relationships with external sources.

- Establishes and maintains effective working relationships with a variety of representatives of public and private organizations, members of boards, foundations, commissions, and support groups to expand long-range program planning.
- Creates and maintains program budget and ensure that all check requests and purchase orders related to these budgets are in compliance with the EASM's Finance department guidelines.
- Consults, advises, and presents information on programming to education and museum professionals, staff, guests, industry, and community.
- Operates technical devices to support education program i.e. drone, robot, etc.
- Performs other duties as assigned by supervisor.

SUPERVISORY RESPONSIBILITIES

- Leads by example and oversees day-to-day work of assigned employees.
- Responsible for selection, performance management, training and development, and corrective counseling; termination decisions are made independently or in conjunction with direct supervisor or Executive Director.

QUALIFICATIONS

- A Bachelor's degree in U.S. History, Museum Studies, Education, or a related field is required; a Master's degree in a related field is preferred.
- Requires five (5) years of experience providing, developing, and managing multi-disciplinary educational program development in a K-12 school district or college, science center, or museum educational environment.
- Requires two (2) years of supervisory experience.
- Certifications in educational instruction from an accredited institution or organization is advantageous.
- Any combination of experience and education will be considered in lieu of meeting exact qualifications.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of and ability to deliver educational content to intergenerational audiences in multiple formats (lecture, writing, hands-on training, on-site training, or a combination), especially Science, Technology, Education, Mathematics (STEM), Arts (STEAM), and Common Core science benchmarks.
- Demonstrated experience working with executives, management staff, employees, guests, visiting museum professionals and others with solid problem-solving, project management, and planning experience.
- Demonstrated abilities in crafting and communicating an overarching strategic vision for a diverse and interconnected series of programs that will capture and engage the museum's audience and donors.
- Ability to identify funding opportunities and/or business partnerships leading to successful program delivery.
- Ability to create, manage, and work within an annual departmental or project/program budget.
- Ability to perform a variety of tasks concurrently with competing deadlines in a demanding environment.

- Excellent creative and visionary abilities to add value to current or future educational programs or curriculum.
- Excellent project management experience, including time management, coordination, and organizational skills.
- Strong analytical thought process, including problem solving and decision-making skills and abilities.
- High level ability to continually evaluate and recommend changes to existing educational efforts to achieve maximum opportunity potential.
- Outstanding interpersonal and communication skills, in writing and orally across various media.
- Solid computer-proficiency skills and abilities, including membership or related programs, applications, and databases as well as Microsoft Outlook, Word, Excel, and PowerPoint.
- Familiarity and appreciation for aviation and space exploration and related areas.
- Must be able to work a flexible work schedule including overnights, evenings, weekends and Holidays.

PHYSICAL DEMANDS

- Often works on a computer, including reading/viewing from a monitor.
- Often uses hands for grasping and holding objects that are necessary for performing in your position (for example: mouse, phone, pen/pencil for writing, files, clipboard, etc.).
- Sometimes performs tasks stationary and/or seated at an office desk or workstation.
- Sometimes performs physical activity that requires climbing and/or twisting.
- Often performs physical activity that requires bending, stooping, reaching, and kneeling.
- Sometimes performs physical activity that requires pushing, pulling, lifting, and/or carrying up to 25 pounds in place or across a distance with or without supportive devices.
- Rarely performs physical activity that requires pushing, pulling, lifting, and/or carrying over 25 pounds in place or across a distance with or without supportive devices.
- Sometimes drives or travels by car and rarely travels out-of-area or overnight.
- Rarely exposed to a variety of cleaning chemicals and in and around dust, fumes, and odors.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.