

# Education and Program Manager

Reporting to the Senior Director, the Education and Program Manager works with educators, community groups, and Museum staff to lead the development and delivery of daily, school, and off-site programs, camps and classes, guest visits, and more. This position is responsible for general program management, community relationships related to programming, and staff coordination.

## *Duties:*

### *General program management:*

- Providing oversight for all Museum programming, including school, off-site, and special guest programs.
- Working as part of a programming team to develop, budget for, and evaluate Museum programs.
- Reviewing monthly budget reports for programming expenses and staffing.
- Leading the development and delivery of educationally relevant children's programs and activities using developmentally appropriate practices and developing setup for orderly, inviting, and attractive environments for program experiences.
- Assisting in identifying new educational programming opportunities.
- Managing educational programming reservations with other Museum staff.
- Developing and implementing evaluation strategies, summarizing evaluation data, generating reports as needed, and integrating recommendations into comprehensive program plans in order to enhance ongoing program efforts.
- Collaborating with Museum Marketing to share about programming activities.
- Maintaining an orderly storage area, including material orders and restocking for all program activities.

### *Community Relationships:*

- Building and maintaining relationships with educators, community organizations, and businesses to develop, implement, and evaluate Museum experiences and programming, as well as staff professional development.
- Organizing and leading meetings with representatives from area school districts, developing and sharing agendas, facilitating conversations, and sharing notes from meetings with groups.
- Assisting Museum Leadership in cultivation of grants and sponsorship support for educational programming activities and events.
- Initiating, writing, implementing, and evaluating plans to satisfy grant requirements in coordination with grant writer.
- Based on Museum programming needs, developing internship opportunities for college and university students, as well as interviewing, supervising, and completing their evaluation.

### *Staff Coordination:*

- Providing supervision and support to Museum Experience Supervisors (MES), Museum Educators (ME), and Playworkers.
- Interviewing, hiring, training, and completing performance reviews for MES, ME, and Playworkers as needed, as well as helping to coordinate plans for staff and volunteer education sessions and resources.
- Providing oversight for monthly team meetings designed to engage Playwork, ME, and Front Desk Staff.
- Leading and managing Museum education staff to develop, facilitate, and evaluate programming.
- Scheduling Museum staff for floor coverage, program facilitation, and more.



### *General Duties:*

- Providing a high level of enthusiastic support to enhance visitor experience for all ages.
- Working collaboratively with all Museum representatives and assisting in Museum activities.
- Demonstrating great communication skills and ability to work independently and as part of a team.
- Representing the Museum with the highest level of professionalism.
- Performing physical and mental demands in the work environment required for this position.
- Performing other duties, as assigned.

### *Qualifications:*

- Bachelor's degree in education, museum studies, or related field, and three years of relevant experience.
- Experience and knowledge about STEAM content.
- Interest in learning new technologies, such as animation, 3D printing, robotics.
- Excitement for and experience working with children and families.
- Experience in planning, organizing, and implementing programming for children.
- Dependability, self-motivation, organization, and flexibility.
- Ability to provide leadership with great communication skills.
- Ability to provide excellent customer service to Museum visitors.
- Basic computer skills.

### *Work Conditions:*

- Working in a shared office environment with the usual ergonomic risks.
- Job requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.
- Job requires standing for extended periods of time indoors and outdoors, as well as stooping, kneeling, crouching, and bending.
- Flexibility and availability in schedule are required during the week, including evenings, weekends, and holidays.
- Job requires a high degree of interaction and engagement with others, including children and families.

This is a full-time, non-exempt position eligible for overtime pay, benefits, PTO, and holiday pay in line with Museum personnel guidelines. The position requires some evening, weekend, holiday, and special event availability.

To apply, submit resume and letter of interest to Deb Johnson at [deb.johnson@cmsouthernmn.org](mailto:deb.johnson@cmsouthernmn.org). Application review will begin immediately, with interviews starting as soon as December 10.