

<b>Title:</b>	<b>Director of Education</b>
<b>Classification:</b>	Full-time, Exempt
<b>Department:</b>	Education
<b>Compensation:</b>	<b>Salary range \$75,000 - \$85,000 + full benefits</b>
<b>Reports to:</b>	Executive Director

**Position Summary:**

The Director of Education leads the Education Department with vision and long-term strategy, overseeing the Museum's diverse roster of science education programs, including school field trips, youth programs, public programs, and community outreach. This includes developing curriculum, didactic, and interpretive materials to support programming and in-gallery learning in alignment with the interpretive plan and vision for the education department. They provide supervision and direction of the Education team, which includes the instructors of both public and school/ youth educational programs, as well as the Museum gardener, and collaborate with staff across departments to ensure that the Museum meets its mission through engaging programming. They oversee the operations and budgets for programming and support development to fund department needs. As a primary member of the SCMNH leadership team, they provide strategic guidance and leadership org-wide.

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. School and youth programming includes a suite of field trips for K-12th grade, both in the Museum and in green spaces. Youth programs include after-school programs, "nature club" or similar out of school learning opportunities, and seasonal day camps.

**Specific Responsibilities:****Public Programs**

- Lead community outreach initiatives, prioritizing strategic opportunities and coordinating staff and volunteers.
- Develop and implement a suite of public programs to reach a variety of audiences through multiple formats and venues.
- Develop and steward community partnerships with local organizations that serve target audiences and have aligned mission and/or values.
- In collaboration with the Curator, oversee education collections and their use through outreach initiatives such as mobile museums and mini museums.
- Collaborate with Development to create and implement programming for member and donor audiences.
- Manage a suite of revenue-generating programs to meet budgetary benchmarks.

**Volunteer**

- Provide opportunities that are enriching and engaging to foster a community of regular volunteers, and a welcoming environment for drop-in volunteers
- Manage a corps of volunteers adequate to support organizational needs

- Manage an internship program that offers value to the organization and to participants

### **School and Youth Programs**

- Ensure that the content of all education programs remains 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 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.
- Develop, promote, implement, and evaluate teacher professional development programs.
- Oversee the Museum's classroom kit loan program, including content development, evaluation, and maintenance.
- Oversee the team that maintains, develops, promotes, implements, and evaluates a full roster of youth education programs, including seasonal camps, after-school programs, and youth groups.

### **Exhibits/ Interpretation**

- Collaborate with the exhibits team to develop, implement, and evaluate didactic and interpretive materials that support Museum exhibits.
- Produce interpretive signs to promote place-based learning in various outdoor locations.

### **Leadership**

- Responsible for helping to develop the overall organization vision, strategies and implementation in collaboration with the executive team
- Responsible for developing the vision and long term strategy for Education Department in collaboration with the Executive Director
- Implement the interpretive plan, including developing new programs and aligning existing programs with interpretive themes, and overseeing ongoing monitoring and evaluation.
- Participate in the recruitment of and directly supervise the Education team.
- Ensure adequate staffing and training for Museum programming.
- Establish and maintain strong professional relationships with community organizations, 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.
- Collaborate with the Development team to identify and pursue funding opportunities for specific program areas and to support the overall organization, including developing grant narratives and making presentations to prospective funders.
- Support member events, fundraising events, sponsorship opportunities, and evaluate opportunities for earned revenue.
- Monitor all grant-funded education programs to ensure compliance with standards and guidelines as outlined by the grantor.
- Support Museum special events - including occasional evening and weekend events.
- Lead the professional development of staff team.
- Assist with other Museum duties as assigned by the Executive Director.
- Represent the Museum in a professional, positive manner to all stakeholders.

### **Essential Requirements:**

Strong candidates will have experience with some or most of the following skills/abilities, and a strong interest in developing competence in all areas.

- Background in natural history or science (Bachelor's degree or equivalent experience required)
- Six years of experience developing, leading and/or evaluating informal educational programs for children, particularly natural history or science programs
- Experience creating and implementing standards-aligned programming for K-6 students and educators
- Experience developing and leading natural history programs for adult and public audiences
- Experience developing interpretive materials for the general public, including exhibits and signage
- Experience working in museums, science centers, or similar
- Four 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)
- 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 and auto insurance that meets or exceeds CA minimum insurance requirements.

### **Work Environment**

- General office environment with work throughout the Museum's facilities and outdoors (remote work accommodations as needed to support health and safety of employees)
- 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.

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.

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**To Apply:** Interested candidates can apply by submitting a cover letter along with a detailed resume to: [employment@santacruzmuseum.org](mailto:employment@santacruzmuseum.org) with the subject line: **Director of Education**.

Please direct questions relating to this position to Lucy Logsdon at [employment@santacruzmuseum.org](mailto:employment@santacruzmuseum.org).