

## **Job Description: Education Director**

Job Type: Full-Time, exempt  
Reports to: Executive Director

Reporting to the Executive Director, the Education Director will be responsible for the management and execution of Museum exhibits and activities, as well as curriculum based field trip and outreach programs for schools. The Education Director will oversee our daily programming and take initiative in cultivating community partnerships.

The job of the Education Director will include, but is not limited to:

- Plan and implement daily Museum programming and special events
- Create a schedule for exhibits to change thematically through the year
- Create and execute new and innovate programs, and special events, as well as keep up with our already successful programs
- Establish connections between exhibits/programs and regional education requirements
- Actively seek community partners to offer new programming
- Assist with grant writing and follow up
- Prepare purchase requests for exhibit and educational materials as needed
- Maintain grants budget for education related grants.
- Oversee the administrative follow up of field trip, outreach and program attendance
- Supervision of education staff (including volunteers and interns)

Qualifications:

- Bachelors degree in early childhood education or museum studies.
- 2 years of experience working with education or public programs. Museum or informal education setting preferred.
- 2 years of experience in a supervisory role with budget and project management experience.
- Administrative and grant-writing experience.
- Outstanding written and verbal communication skills.
- The ability to work independently and as part of a team.
- Energetic and positive attitude.
- Ability to communicate effectively with colleagues and all types of customers.