

## Director of Education

Reports to: President and CEO

The Director of Education is responsible for directing and advancing the Center's mission by overseeing field studies, mobile labs, all education initiatives, and public programs and events.

Duties and Responsibilities:

- Develops the Education Department annual budget in consort with the CFO and CEO. Monitors budget
- Supervises Education Department staff, including administering performance evaluations, tracking staffing budget, approving time off requests, managing staff duties and assignments, and holding departmental staff meetings
- Responsible for overseeing and implementing goals and objectives within the Center's strategic plan
- Works with Education Department on integration and evaluation of new and existing public programs
- Works with Education Department to develop, implement, present/deliver and evaluate field studies and mobile labs
- Works with Visitor Services Coordinator to hire, onboard, train, coach, schedule and evaluate Visitors Services Staff to ensure highest levels of guest experience
- Remains current with trends in educational and office technology
- Works with staff responsible for execution of SPARK! Program to develop, implement, present/deliver and evaluate SPARK! program
- Oversees the development, integration and evaluation of new and existing programs, field studies, and mobile labs
- Attends Steering Committee meetings and communicates details of programs, including planning and delivery
- Establishes and maintains working relationships with other educational agencies
- Identifies opportunities for and cultivates new partnerships throughout the region
- Works with Grants Coordinator to meet the Center's development goals by providing support for both grant application and implementation and funding opportunities
- Ensures compliance with Center grant, donor and contract agreements as they apply, with highest quality implementation
- Works with the Director of Marketing and Public Relations to identify audiences and create and implement marketing plans for programs
- Assists in providing learning objectives and interpretation for exhibits and to integrate exhibits and field studies
- Represents the Discovery Center to the public and media on matters concerning the Education Department and educational events

- Stays current with educational topics, trends, current events and curriculum standards
- Team Leader of the Tennessee STEAM Festival
- Performs other related duties as required

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skills and/or abilities required:

- Bachelor's Degree in Museum Studies, Education or equivalent related field is required.
- Five years or more successful experience in education / program management. This includes early childhood educational programming, creation of programs and program evaluation.
- Curriculum, proposal, and grant writing skills.
- Ability to work under pressure and meet deadlines.
- Excellent interpersonal and communication skills; administrative and management skills; public speaking skills; organizational and planning skills; attention to detail and follow-through capabilities.
- Demonstrated ability to establish and maintain effective working relationships both within and outside the organization; and to work well with others in team situations.
- Demonstrated ability to handle multiple, high priority activities simultaneously.
- Supervisory experience.
- Proficient with Altru, MS Office Suite, including Word, Excel, and Power Point.
- Ability to successfully analyze and create budgets
- Creativity and experience facilitating activities or leading demonstrations to large groups
- Availability to work occasional evenings and weekends.
- Must possess valid Driver's License and ability to drive.
- Ability to relate to persons of all ages, diverse backgrounds, skills and abilities.
- Comply with a flexible work schedule.
- This job requires periods of standing, sitting, walking, use of hands and arms, bending, lifting, use of computer and keyboard, listening and speaking in person and on the phone.
- Noise level varies from quiet to loud
- Temperature varies from hot to cold

*Email or mail resume, cover letter and three professional references to [vbosnak@exploredc.org](mailto:vbosnak@exploredc.org). No phone calls.*