

EVERHART MUSEUM

NATURAL HISTORY, SCIENCE & ART

Manager of Educational Programs – Job Description

Basic Function: The Manager of Educational Programs provides support with the development and management of all educational programming related to exhibitions and collections, consistent with the mission of the Everhart Museum.

Position Relationship: The Manager of Educational Programs reports to the Director of Programs & Events and is focused on providing services to school, family, youth and adult audiences. He or she also works with the other museum staff to ensure that professional standards are maintained in all our public activities. From time to time, he or she may be requested to assist with duties as assigned by the Executive Director.

Responsibilities:

Public Programs:

- Manage and maintain schedule of on-site and off-site public programs in coordination with other Everhart Museum departments.
- Inform Director of Resources and Facilities Manager of set-up needs for public programs by completing BEO form. Coordinate schedule with them in terms of museum opening/closing and guard staff coverage. Schedule spaces (including space outside of museum) in advance.
- Perform necessary tasks for the management of public programs. This includes, but is not limited to: order/organize supplies; coordinate invoices, letters and any email; prepare instructor contracts and coordinate all instructor clearances; complete registration forms, track student/teacher contact information and any and all photo and medical release forms, confirmation notices, etc.
- Identifies curricular connections between exhibitions and regional education community needs to design and develop school & tour programs for a growing audience of K-12 and college level students and teachers
- Conduct research on collections and exhibit content to assist with the development of volunteer training manuals, curriculum materials, and exhibit guides.
- Serve as the Everhart Museum's liaison with area school districts and teacher organizations to promote school tour and teacher programs.
- Maintain mailing and scheduling databases for all public programs.
- Coordinate writing, design and production of public program materials, including volunteer training manuals, curriculum materials, and exhibit guides.
- Explore and assist the Curatorial Department in the design of interactive and technology-based exhibit activities.
- Develops and implements evaluation tools to measure, interpret, and analyze the outcomes of education and public programs relative to strategic goals

Community Outreach:

- Recruit and train volunteers to assist with educational events and public programs.
- Develop and oversee museum intern program for high school and college students.
- Work with other museum staff to promote activities for adults and families in order to broaden and diversify Everhart Museum audiences.

- Provide group tours of the Everhart Museum for a variety of age and interest levels and arrange schedule for group and docents.

General Duties:

- Assist with grant research and writing as requested by the Director of Interpretive Programs.
- Attend special events at the Everhart Museum including exhibit opening receptions, lectures, and other activities as requested by the Executive Director.
- Perform other duties as assigned by the Executive Director and/or Director of Programs and Events.

Essential Requirements:

- College graduate with BA in art history, education, science or the humanities preferred.
- Minimum of two years of work experience in a museum setting in the education or public programs department preferred.
- Ability to demonstrate excellence and enthusiasm for objects-based learning and engage visitors about works of art, history, science and culture.
- Excellent public speaking, verbal and written communication and interpersonal skills.
- Ability to synthesize complex information for communication to the general public.
- Experience working with schools and teachers highly desirable.
- Ability to prioritize and multi-task activities without close supervision.
- Commitment to accuracy and attention to detail.
- Ability to stand, walk, and climb stairs throughout the facility for extended periods of time during tours and/or gallery presentations.
- Ability to commit such hours as necessary to complete assigned responsibilities. Job requires flexibility in terms of hours as it involves weekend and/or evening work.
- Skills with computer software used by the Everhart Museum: MS Office, various Adobe programs, etc.