

Job Description

Date Opened:	September 14, 2021
Date Updated:	September 14, 2021
Title:	Education Manager
Reporting to:	Senior Director of Education and Guest Experience
Full/Part time	Full time
Exempt/Non-Exempt	Exempt

Description

Reporting to the Senior Director of Education and Guest Experience, is responsible for developing and managing educational programming. The Education Manager will work to partner with other entities in the region and to build relationships that enhance the educational museum and heritage park. Will play a role in the development of content, programs, and outreach initiatives which are linked to the museum's mission and enhance the onsite guest experience. Will provide leadership for current and new public programs for DPA. The Education Manager will be a creative thinker who can collaboratively develop informative and interesting programs for a wide range of audiences and be instrumental in the strategic planning process.

Duties and Responsibilities

- Maintain an appearance and manner suitable for a professional and educational environment
- Recommend and implement strategies for maximum performance of department team
- Develop and expand the strengths of the Education Department
- Represent DPA through public and professional presentations
- Support leadership efforts to advance the mission
- Manage aspects of research, program development and program scheduling
- Provide timely and consistent post-show follow up
- Work with other directors to enhance the educational initiatives and the mission
- Plan, execute and measure the success of education initiatives
- Assist supervising the education program team
- Work with Development on grant request development and implementation
- Conduct departmental meetings when necessary and participate in interdepartmental meetings
- Provide accurate and timely reporting of key statistics and forecasts and accommodate change as needed
- Facilitate day-to-day operations
- All other duties as assigned

Qualifications

- Degree required; degree in History, Science, or Education preferred
- Experience in networking and relationship building
- Adaptability to competently and quickly adapt to change and unexpected circumstances
- Creative detail-orientated thinker, able to work independently and with a team
- Commitment to the history and mission of DPA
- Three years' experience in an education field with three years' supervisory experience
- Familiarity with institutional methods and technologies
- Ability to manage multiple tasks simultaneously
- Excellent collaboration, communication and interpersonal skills
- Willingness to work a flexible schedule beyond a 40-hour week, including some weekends, evenings and holidays
- Proven ability in oral and written communications, planning and budgeting
- Interest in creating, planning, implementing, and evaluating creative and relevant public programs for a wide range of audiences
- Provide exceptional customer service
- Give park tours as necessary
- Enjoy working with the public
- Ability to travel

Key Skill Areas

- Exceptional communication and presentation skills
- Management skills
- Relationship building and networking skills
- Proven decision making skills
- Research skills
- Excellent Microsoft Office Suite skills
- Ability to engage audiences of all ages and backgrounds
- Project management skills
- Ability to climb six flights of stairs and lift 50 pounds

Additionally, the successful candidate will demonstrate a positive attitude, a willingness to learn, a proven commitment to DPA and a strong desire to succeed.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

To apply, send your resume (include references) or completed application to jobs@discoveryparkofamerica.com, or fax it to 731-885-7276, or drop it off at the Discovery Park Ticket Counter.