

Job Description: Education Director

Status: Full-Time, Salaried / Exempt



General Statement of Duties

Under supervision of the Executive Director, the Education Director is responsible for educational program development, implementation, and evaluation for school and public audiences in the Museum as well as outreach activities. Administrative responsibilities for the department include curriculum development, budget development and management, supervision of Education/Interpretation staff, and contract negotiations for school systems. Responsibilities also include the supervision, maintenance, and control of the Museum's non-live collections. This position recognizes the capacity to achieve greater results by integrating skilled volunteers, leveraging their diverse knowledge to enhance the Virginia Living Museum's education mission.

Qualifications

- Creative, results driven high performer;
- Inspirational educator with an ability to develop and teach a wide variety of natural science programming for varied audiences ranging from children to adults;
- Bachelor's Degree in biological or environmental sciences or educational field with strong background in natural sciences (Master's Degree highly desirable);
- Five to seven years progressive experiences in management/supervision of science education programming and personnel in a museum, nature center or similar educational facility desired;
- Excellent oral and written communication skills, interpersonal and facilitation skills with multiple levels of external partners and internal staff;
- Excellent organizational, time management, and supervisory skills;
- Professional teaching certification and public school teaching experience a plus;
- Proven ability to handle a variety of native wildlife; knowledge of non-live collection management procedures; experience with an AAM and/or AZA accredited organization is a plus;
- Familiarity/experience with NSF/ISE programs and other grant opportunities;
- Proficient in Microsoft Office Applications – specifically Excel, PowerPoint, and Word;

Duties and Responsibilities

- Ensure the Museum's education mission is implemented so as to make learning *fun*;
- Develop, administer and teach all museum life, earth and space science programming for school groups (K-12) including lectures, laboratory and field classes, in-school outreach programs, specialized classes for gifted students, and graduate teacher training courses;
- Administration of contracts for curriculum coordinated programs with area schools;
- Develop, supervise, and teach programs for public audiences including children's workshops (pre-school – age 14), and family field trips, adult education to include Road Scholar, group programs, and others as appropriate;
- Administer the Museum's outreach activities to include Discovery Box rentals, Mother Nature's Traveling Road Shows, etc.;
- Works with VLM Education Council to determine, stimulate and develop community education needs;
- Serve as the Museum's representative in responding to community requests for appearances and participation in special events and selected public relations activities;
- Serve as resource for community by providing requested information as appropriate;
- Develop and organize the Museum's special educational events on-site and off-site events such as Bay Days and specialty theme days;

- Train Education staff and volunteers on safe animal handling practices and provide on-going education opportunities;
- Supervise maintenance and care of the Museum's non-live collections by the Collections Manager and ensures compliance with all laws and regulations pertaining to non-live collections;
- Works with all Museum departments to advance education/mission goals;
- Works with Curatorial Director in the acquisition and exhibition of desired native wildlife;
- Support Museum accreditations
- Develops annual department goals and objectives and ensures compliance by staff;
- Prepares and implements the Education department's annual operating budget;
- Strategically recruits and manages department volunteers and their applicable skills to strengthen the Museum's mission and commitment to the community;
- Other duties as required.

Essential Job Requirements

- Ability to work occasional evenings/weekends and participate in overnight museum excursions that require travel;
- Ability to work in a variety of settings to include canoeing streams and ponds, exploring caves, hiking through the woods, whale watching excursions, week-long field schools, etc.
- Must have a valid driver's license and be willing to learn to drive / operate a Museum safari bus;
- Must be willing to obtain First Aid & CPR Training and receive the Pre-Immunization rabies series;
- Must be able to express or exchange ideas by means of the spoken word and perceive detailed information through oral communication as well as have the ability to make the discriminations in sound;
- Physical requirements include medium work, exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects;
- Must be able stand for extended periods of time and move about on foot to accomplish tasks;
- Must be able to stoop, kneel, crouch, crawl, reach, push, pull, lift, grasp, feel, and utilize repetitive motions;
- Must have close visual acuity to operate a motor vehicle and perform activities such as: preparing and analyzing data, transcribing, viewing a computer, and extensive reading;
- The position is subject to environmental conditions for activities occurring indoors and outdoors;
- Periodically, must be able to maintain balance for hiking, caving, canoe excursions, etc.

Required Application Materials:

- VLM Employment Application: <https://thevlm.org/join/employment/openings/>
- Cover Letter
- Resume
- 3 Personal References
- **Optional:** Letter(s) of Recommendation

Application Deadline:

Friday, August 25 by 11:59 p.m. EST

Virginia Living Museum
c/o Ms. Kasha Lang
524 J. Clyde Morris Blvd.
Newport News, VA 23601

Email: Kasha.Lang@thevlm.org • **Fax:** 757.534.7419

No phone calls or walk-ins, please.