

Job Description: Education Manager

Status: Full-Time, Exempt

Department: Education



General Statement of Duties

The Education Manager is responsible for educational program development, implementation, and evaluation for school and public audiences in the Museum as well as outreach activities. 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. This position reports directly to the Senior Director of Education.

Qualifications

- 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.
- Creative, results driven high performer with service orientation.
- Inspirational educator with ability to develop and teach a wide variety of natural science programming for varied audiences ranging from children to adults.
- Excellent oral and written communication skills, interpersonal and facilitation skills with multiple levels of external partners and internal staff.
- 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 Federal, State, and Local grant opportunities.
- Excellent supervisory & organizational skills required. Experience in managing staff personnel, including hiring, training, and evaluating personnel. Must have a professional, approachable appearance.
- Team player; demonstrated ability to work well with all museum departments.
- Ability to oversee a variety of deadlines and projects simultaneously.
- Must be tactful and display discernment and discretion. Must be able to handle potential confrontational situations.
- Strong computer competency, including a facility for understanding database functions and operational software.
- Must be First Aid certified or be able to be certified at museum expense.
- Pre-Immunization rabies series or be willing to be immunized at museum expense.

Duties and Responsibilities

1. Be a positive enthusiastic representative of the Virginia Living Museum.
 - Develop and grow community relationships.
 - Serve as the Museum's representative in responding to community requests for appearances and participation in special events and selected public relations activities.
 - Create new market opportunities to increase visibility and reach of VLM educational programs.
 - Serve as resource for community by providing requested information as appropriate.
 - Manage educational content on social media.
2. Enhance the guest experience by developing engaging programming

- Develop, administer, and teach all science programming for Lifelong Learners. This includes but not limited to toddlers, pre-K, SOL related programs, gifted programs, family field trips, teacher training, and adult workshops.
 - Ensures programs, exhibits, and the Museum are accessible and upholding current DEAI practices.
 - Administer the Museum's outreach activities to include Discovery Box rentals, Mother Nature's Traveling Road Shows, etc..
 - Supervise maintenance and care of the Museum's non-live collections by the Collections and Education Volunteer Coordinator and ensures compliance with all laws and regulations pertaining to non-live collections.
 - Strategically recruit and manage department volunteers and their applicable skills to strengthen the Museum's mission and commitment to the community.
 - Works with Curators in the acquisition and exhibition of desired native wildlife.
 - Teach programs and classes as needed.
3. Prepare and implement the Education Department's annual plan and operating budget. This includes setting goals and objectives.
 - Hire, train, and inspire a team of conservation educators.
 - Improve existing program efficiencies and ROI.
 - Maintain, negotiate and grow existing school contracts.
 - Manage existing grants and grant reporting.
 - Train Education staff and volunteers on safe animal handling practices and provide on-going education opportunities.
 - Work with Reservations and schedule educators.
 4. Support AZA and AAM museum accreditation. Point of contact for EdArcs reporting to AZA.
 5. Other duties as assigned.

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 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.

Supervision Exercised: Conservation and Ambassador Animal Manager, Collections and Education Volunteer Manager, Staff Astronomer, Education Associates

This job description in no way states or implies that these are the only duties to be performed by this employee. The Education Manager will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate Supervisor/Director. The Virginia Living Museum reserves the right to update, revise or change the job description and related duties at any time.

Qualified applicants please submit a VLM application, cover letter, resume and references. No phone calls, please.

Website: <https://thevlm.org/join/employment/openings/>

Email: human.resources@thevlm.org

FAX: 757-534-7419