

EUGENE SCIENCE CENTER

Position Description

(2024-02-15)

EDUCATION DIRECTOR

SUPERVISOR: Executive Director

MAIN FUNCTION

The Education Director is responsible for leading Eugene Science Center's Education Department while managing and coordinating all educational programs including, but not limited to, camps, school field trip programs, special weekend educational events, museum floor programs, outreach programs, and planetarium experiences.

DUTIES AND RESPONSIBILITIES

Leadership (50%)

Serves as director of Eugene Science Center's Education department, with supervisory and decision-making responsibility for the department's work, permanent staff, and temporary/seasonal staff including camp instructors, counselors, and volunteers. Includes responsibilities in hiring, scheduling, creating policy, evaluating performance, and ensuring appropriate professional development of the education team.

Supports individual and group dynamics with effective communication, decision-making and conflict resolution strategies.

Manages department budget, and ensures collection and dissemination of relevant Education data, such as program attendance, revenues, guest feedback, and other department related data.

Educational Programming (40%)

Oversees the collaborative development of educational programs

Oversees the organization and scheduling of educational programs that take place both on and off-site.

Coordinate the logistics of special programming events; oversees associated equipment and logistics for such events.

Facilitates educational programs to visitors during normal operating hours at museum and during special events on and off-site.

Works with others to grow our volunteer program and to ensure best practices in volunteer management (including: recruitment, screening, intake, assignment, training, evaluation and recognition).

Assists with grant writing to create new, and sustain existing, educational programs.

Other Duties (10%)

Participates in select cross-department projects and initiatives.

Makes external connections to the educational and vocational communities.

Assists the organization by performing other duties, consistent with the position, as assigned.

SUPERVISION OF OTHERS

Recruits, screens, trains, and manages Education staff, as well as part-time, seasonal, temporary, contract staff, and education volunteers.

EXPERIENCE AND SKILLS

- Positive, friendly and outgoing personality with a passion for providing excellent guest experiences and building relationships with patrons
- Must have a passion for connecting children with science, and for working with and serving a wide variety of people
- 4-year college degree (advanced degree preferred)
- 2+ years managing paid staff and leading teams (including hiring, training, scheduling and evaluating performance)
- 2+ years working in museum education strongly preferred
- Exhibits excellent judgment in decision-making and problem solving; able to “think on feet” and handle difficult interpersonal situations with grace and poise
- Excellent organizational skills and attention to detail. Able to organize self and others in the face of frequent interruptions.
- Excellent written and oral communication skills, with special care given to interpersonal communication, timeliness and the ability to handle sensitive information appropriately
- Computer literacy: Microsoft Office Suite, Google Workspace
- Reliable transportation and driver's license with good safety record
- Personal attributes: strong interpersonal, leadership and collaboration skills, excellent customer service orientation, creative, flexible, resourceful, imaginative, high energy, with a great sense of humor

WORKING CONDITIONS

Fast-paced, non-profit, hands-on museum environment. Must be able to have the flexibility to also work occasional alternate days, holidays, and evenings. Must be able to work on many projects simultaneously despite frequent interruptions. Must work well in both an individual and team setting. Must be able to lift and move furniture, exhibits and boxes of supplies. Position requires both on and off-site work.

TIME COMMITMENT

Full time (40 hr/wk) exempt position. Weekend, holiday, and occasional evening work required.

SALARY AND BENEFITS

Starting salary is between \$43,000-\$47,000 with full Eugene Science Center benefits provided (includes paid vacation, holiday and sick leave, health and dental insurance).

Eugene Science Center is an Equal Opportunity Employer