

Job Title: Education Manager

Location: Eugene Science Center

Reports To: Executive Director

Classification: Full-Time, Exempt

About Us

Eugene Science Center is a hands-on science center dedicated to inspiring curiosity, creativity, and critical thinking through inquiry-based experiences for learners of all ages.

We believe in empowering visitors to explore science, technology, engineering, and math (STEM) through engaging, hands-on activities that foster a lifelong love of learning.

Position Overview

The Education Manager provides leadership, strategic direction, and operational oversight for Eugene Science Center's educational programming. This position is responsible for the planning, development, implementation, evaluation, and continuous improvement of educational experiences including camps, school field trips, outreach programs, public educational offerings, and special events.

The Education Manager supervises education staff, manages departmental resources and budgets, and collaborates across departments to ensure educational programs align with the organization's mission, strategic goals, and commitment to exceptional visitor experiences. This position serves as a key member of the leadership team and plays an important role in advancing Eugene Science Center's educational impact throughout the community.

Responsibilities

Program Leadership & Management (25%)

- Provide leadership and oversight for all educational programs and related operations.
- Supervise, train, schedule, mentor, and evaluate education staff.
- Develop departmental goals, procedures, and best practices that support organizational objectives.
- Foster a collaborative, positive, and inclusive team culture through effective communication, coaching, decision-making, and conflict resolution strategies.
- Manage departmental budgets and resources to ensure efficient and effective program delivery.
- Collect, analyze, and report program metrics including attendance, revenue, participation trends, and guest feedback.

Educational Programming (65%)

- Lead the planning, development, implementation, and evaluation of educational programs and curriculum.
- Ensure programs are engaging, mission-aligned, age-appropriate, and meet organizational quality standards.
- Utilize participant feedback, attendance data, and program outcomes to assess effectiveness and guide continuous improvement efforts.
- Identify opportunities for new educational offerings, partnerships, and program expansion that support organizational goals and community needs.
- Oversee scheduling and coordination of on-site and off-site educational programming.
- Coordinate logistics, materials, staffing, and equipment needed for educational programs and special events.
- Facilitate educational programs and presentations as needed.
- Collaborate with the Planetarium Manager and other departments to support integrated educational experiences

Community Engagement & Partnerships

- Build and maintain positive relationships with schools, educators, community organizations, and other strategic partners.
- Represent Eugene Science Center within educational, nonprofit, and community networks.
- Identify and cultivate opportunities for collaborative programming and outreach initiatives.
- Support organizational efforts to expand access to science education throughout the community.

Funding & Program Sustainability

- Assist with grant research, grant writing, reporting, and program evaluation efforts.
- Support the development and long-term sustainability of educational programs through strategic planning, partnership development, and resource stewardship.

Other Duties (10%)

- Participate in organizational initiatives and cross-department projects.
- Support museum operations and special events as needed.
- Perform other duties consistent with the responsibilities of the position.

Qualifications

Leadership & Management

- Minimum two years of experience supervising staff, volunteers, or teams, including hiring, training, scheduling, coaching, and performance management.
- Demonstrated ability to lead teams, manage multiple priorities, and support organizational goals.

Education & Program Development

- Bachelor's degree in education, science, museum studies, nonprofit management, or a related field required. (Advanced degree preferred.)
- Experience developing and delivering educational programming for diverse audiences.
- Museum, informal education, science education, or nonprofit educational experience strongly preferred.

Communication & Professional Skills

- Excellent written, verbal, and interpersonal communication skills.
- Strong organizational, planning, and project management abilities.
- Ability to exercise sound judgment, solve problems effectively, and adapt in a dynamic environment.
- Demonstrated commitment to excellent customer service and positive visitor experiences.
- Proficiency with Microsoft Office, Google Workspace, and standard administrative software.

Personal Attributes

- Passion for science education and lifelong learning.
- Strong relationship-building and leadership skills.
- Collaborative, creative, flexible, and resourceful.
- Commitment to diversity, equity, inclusion, and accessibility.

Requirements

- Valid driver's license with acceptable driving record.
- Ability and willingness to travel locally for outreach and community programming.
- Final candidates must successfully complete a criminal background check in accordance with organizational policies.
- Ability to lift and move up to 50 pounds.
- Ability to set up, transport, and organize program materials and equipment.
- Ability to work both indoors and outdoors during educational programs and events.
- Ability to move throughout museum facilities and off-site program locations.

Working Conditions

- Fast-paced, mission-driven nonprofit environment with frequent interruptions and changing priorities.
- Combination of administrative, supervisory, and public-facing responsibilities.
- Regular interaction with children, families, volunteers, educators, and community partners.
- Occasional evening, weekend, and holiday work required.
- Work performed both on-site and at community locations.

What We Offer

- Collaborative and mission-driven workplace culture.
- Opportunity to shape impactful science education experiences for thousands of learners annually.
- Professional development and leadership opportunities.
- **Eugene Science Center is an Equal Opportunity Employer.** We are committed to fostering a workplace where employees feel welcomed, respected, and empowered to contribute their unique talents and perspectives. We encourage applications from individuals of all backgrounds and experiences who share our passion for science education, community engagement, and lifelong learning.

Compensation & Benefits

Salary range: \$45,000-\$50,000 annually, depending on qualifications and experience.

Eugene Science Center offers a comprehensive benefits package including paid vacation, sick leave, holidays, medical, dental and vision insurance, and a 403(b) retirement plan.

How to Apply

Interested candidates should submit a resume and a brief cover letter detailing their experience and interest to employment@eugenesciencecenter.org with the subject line: **Education Manager**.

Applications will be reviewed on a rolling basis until the position is filled.



Lead, innovate, and inspire.

Join Eugene Science Center and help create engaging educational experiences that spark curiosity, strengthen community connections, and foster a lifelong love of learning.