

Education Manager Position
Salaried Full-Time Position, Benefits Available
Start Date June 1, 2017 (negotiable)



Email ellie@themuseknoxville.org with resume, cover letter and at least two references by **May 12, 2017**

The Education Manager leads a team of Coordinators, Educators, Education Interns (future), and Volunteers to implement and evaluate The Muse Knoxville's educational programs and exhibits. These programs include field trips, outreach programming, community programming, special event programming, teacher professional development, the exhibit learning landscape and special programs such as Muse Mondays, Saturday Science Connections, Science and Art ala Cart, Art Inspiration Sundays and STEAM Sprouts.

In addition, the Education Manger works closely with the Executive Director and the Visitor Services Manager to ensure that all of The Muse's educational programs support and/or enhance the general admission experience. The Education Manger ensures that The Muse Knoxville's educational approach consistently represents our mission to inspire and empower generations at the intersection of science and art throughout its entire exhibit and program experiences.

KEY RESPONSIBILITIES:

- In partnership with the Executive Director, the Board of Directors and leadership team, develop and implement strategic direction for The Muse Knoxville's educational programs to maximize their impact and effectiveness. This should include data gathering, analysis, and metrics for evaluation, management of new curriculum development and budget development and tracking.
- Oversee day-to-day management of Education Staff, Coordinators and Volunteers (10+ people) by providing regular, effective and timely communication of expectations, objectives, outcomes and feedback for program activities, coordination of schedules, training, meetings and professional development. This requires strong communication with Visitor Services Manager and Outreach Coordinator.
- Work in partnership with the Executive Director and Visitor Services Manager to create an educational foundation for all exhibits including providing input for instructional signage and contextual signage to increase the awareness of the educational value of The Muse Knoxville experience.
- Manage the quality of educational programming within our community outreach and special events activities to increase the awareness of the educational value of The Muse Knoxville experience.
- Oversee design, development, installation, and maintenance of all exhibit spaces in partnership with the Visitor Services Manager and the Executive Director. This includes the Planetarium.
- Procurement management of educational materials to support operations.

- Provide departmental support for operational, management and administrative activities, including deliverables for annual planning, TN Science Alliance Impact Reporting, budgets, grant proposals, reports and marketing. This includes providing data for Key Performance Indicator tracking and educational narrative for key grants and marketing initiatives.
- Serve as a liaison with the local school districts, the Educational Advisory Committee and educators at K-5 schools, the TN State Science Alliance, the TN Department of Education and other museums to develop network of educators and links between The Muse Knoxville's educational activities and Tennessee State Educational Standards.
- Create and maintain relationships with outside organizations and persons that foster collaborations that strengthen The Muse Knoxville's educational programs.
- Represent The Muse Knoxville in the local and national museum education community through participation in conferences, professional associations, and boards.
- Identify continuing education and staff development opportunities for your role and other education staff to ensure The Muse Knoxville is relevant and forward thinking in programming, etc.

Ultimately, the development of the strategy and vision for the educational services and offerings are the responsibility of the Education Manager with the support of the Executive Director and Visitor Services Manager.

REQUIREMENTS:

- Masters in Early Childhood Education or Education Administration preferred
- Teacher licensure in TN or another state required
- 5-10+ years educational experience with an interest or emphasis on Science
- Experience managing educational or support staff preferred
- Proficiency using common desktop software and systems (Microsoft, Google Drive, etc.)
- Informal/museum education experience a plus
- Ability to excel in a collaborative and flexible working environment critical to success of this position

