

THE DA VINCI DISCOVERY CENTER OF SCIENCE AND TECHNOLOGY, INC.

Job Description
May 2021

Job Title	Education Program Manager
Department	Museum Education
Reports to	Director of Sales & Visitor Experience (Cedar Crest)

Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Contractor <input type="checkbox"/> Part-time <input type="checkbox"/> Intern	Hours: 40/week <input checked="" type="checkbox"/> Days <input checked="" type="checkbox"/> Weekends <input checked="" type="checkbox"/> Evenings <input checked="" type="checkbox"/> Holidays	FLSA Classification: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
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GENERAL DESCRIPTION

The Da Vinci Science Center is seeking a collaborative and creative Education Program Manager to lead the planning, development, implementation and cross departmental coordination of all in-house reserved education programs, including but not limited to summer camp, school’s out science camp, science club, scout programs, and workshops and live science shows for group visitors. These reserved programs are designed to engage participants on a deep level with science, deliver great impact, and drive earned revenue. The Manager will lead a team of 2-3 coordinators, twenty or more part-time staff, and education volunteers and interns. The successful candidate will play a key role on the Science Center’s Public Program Committee, collaborating with the Public Programs Manager and other managers from Marketing, Reservations, and Visitor Services to develop and implement an annual programmatic plan comprised of public programs and reserved educational programs. The Manager will be a leader who loves to work with people, has a science and/or education background and a passion for helping others learn science.

MAJOR JOB RESPONSIBILITIES

Program Development, Operation, and Evaluation:

- Design and implement educational programs that engage participants on a deep level, deliver great educational impact, and drive earned revenue. Help lead the development of the annual program calendar by developing and implementing summer camp, school’s out science camp, science club, scout programs, and other programs created by the Science Center’s Public Program Committee.
- Create programs to engage difference audience segments; families, members, school groups, scouts, and those traditionally underserved by STEM, etc.
- Provide guests and staff members with a consistent, high quality experience aligned with Da Vinci Science Center values. This includes establishing and maintaining a high energy, professional, and fun work environment, providing leadership to maintain operational standards, and coordinating with other departments to ensure a seamless guest experience. Deliver on the Science Center’s mission to bring science to life and lives to science.
- Prepare staff with content, pedagogy, and effective presentation techniques for what they are teaching. Lead the review process, provide consistent feedback, and implement intervention strategies when needed.

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- Order, maintain, and track supplies and equipment for education programs.
- Lead the process to evaluate current and future program success by implementing established evaluation procedures. This includes distributing program evaluations to participants, ensuring timely collection of data and reviewing data with staff to make program improvement.
- Work closely with the Sr. Director of Education and STEAM Team to coordinate program development, develop common materials, develop staff training plans, recommend new ideas, and improve programs and processes to help the Science Center meet its mission.
- Oversee development and management of budgets for programs that fall under supervision.

Human Resource:

- Supervise full and part time staff as well as education department volunteers.
- Hire, orient, train, schedule, and sign time sheets for full-time Museum Coordinators and part-time employees and interns (20+) in the Museum Education department.
- Establish and maintain a positive work environment where we have the most fun with science.
- Establish high quality standards, adherence to standard operating procedures, an expectation of professionalism and a consistently high-quality guest experience.
- Help staff meet professional and organizational goals. Provide leadership, mentorship, and support for staff under your supervision, including performance evaluation. Identify employee goals that support the mission and create a plan for employee development.
- Make diversity and inclusion a priority in hiring, training, and day to day operations.
- Work with Sr. Director of Education, Human Resources Department and STEAM Team to establish regular training programs and maintain records of all training for education team members including safety, program content, teaching strategies, and other opportunities as they arise to promote professional growth of every team member.
- Identify and solve any human resource issues that arise. Make Human Resources aware of any situations and get help from Human Resources for any issues that cannot be solved.

Budgeting/financial:

- Develop budgets for program areas that support revenue and impact goals.
- Support team members' development of budgets for individual programs when appropriate.
- Sign purchase approval forms and make sure all purchasing complies with Science Center purchasing policies.
- Work closely with finance team to ensure accurate record keeping and improve processes.

Project Management:

- Manage or delegate project management of selected current and future Education programs. This includes coordinating floor plans, booking contractors, coordinating tasks with other departments, holding the team accountable to task lists and marketing plans.
- Make decisions and gain final leadership approval for new education program projects, including development of concept plans, review of contracts, and identification of resources.

Marketing:

- Ensure effective communications between marketing and project managers.
- Collaborate with marketing and sales team to develop and implement programs designed to provide

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equitable access and meaningful engagement for underserved audiences.

- Work with each project team to establish marketing plan for each program. Review and approve marketing materials on behalf of education. Support timely marketing plan implementation.
- Work with the marketing department to maximize earned revenue and with the philanthropy department to facilitate proposal development and fundraising efforts.

Teamwork/Communication:

- Actively participate in solving Science Center challenges as they arise.
- Maintain positive relationships with Da Vinci Science Center employees, visitors, partners, and all constituents.
- Collaborates with fellow Leadership Team members to develop, support, and align programs and initiatives.
- Other duties as assigned.

QUALIFICATIONS

- Proven ability to manage a team and provide them with clear vision and guidance
- Experience working in a museum or other public-facing setting preferred
- Knowledge of experience design and lifelong learning with an emphasis on participatory learning; demonstrated grounding in or deep appreciation and passion for science and art as a way of knowing
- A sense of wonder, fun, and risk-taking; and a desire to spark curiosity in self and others
- Experience with budgets, staffing, deadlines, metrics, deliverables, and ability to think strategically about the resources needed for sustainability and growth
- Exceptional communication skills, both oral and written; excellent public speaking and presentation skills
- Demonstrated problem solving skills and ability to work with staff at all levels in a complex, collaborative environment; ability to foster and sustain inclusive workplace values and relationships
- Ability to participate in programs, events and receptions that may occur outside of normal working hours
- Bilingual in English and Spanish a plus.

PHYSICAL DEMANDS OF THIS JOB

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These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions of the position.

While performing the responsibilities of the position, the employee is required to talk and hear. The employee is often required to be on their feet for four (4) hours at a time, move or lift at least 25 pounds, and use their hands and fingers. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

WORK ENVIRONMENT OF THIS JOB

While performing the responsibilities of the position, these work environment characteristics are representative of the environment the employee will encounter. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the position.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate. The employee may be exposed to live animals. The employee will be trained and asked to use chemicals and high voltage electricity.

REQUIREMENTS

Successful completion of a criminal background check including checks through Pennsylvania State Police, Federal Bureau of Investigation, and Pennsylvania Child Abuse Registry. Successful completion of additional background checks may also be required.

CONCLUSION

This job description is intended to convey information essential to understanding the scope of the position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position. Management reserves the right to revise duties as needed.

Supervisor Approval	CEO / Executive Director Approval
Date	Date
Employee Signature	Date