WONDERLAB MUSEUM OF SCIENCE, HEALTH AND TECHNOLOGY

JOB DESCRIPTION

POSITION TITLE: Education Director

PURPOSE: The Education Director is a core member of WonderLab’s senior leadership team who oversees the educational vision, focus and functions of the WonderLab Museum.

_WonderLab’s Mission: WonderLab provides opportunities to experience the wonder and excitement of science through interactive exhibits and programs that stimulate curiosity, encourage exploration, connect to the arts and everyday life, and foster lifelong learning._

Read the full educational philosophy here: [https://wonderlab.org/about/#philosophy](https://wonderlab.org/about/#philosophy)

The Education Director plans, implements and evaluates educational efforts that advance engagement in science. In this position you will supervise and lead the growing Education Department staff team and its functions; which include superior educational programming for group field trips, public programs, outreach, afterschool programs, early childhood education, adult education including teacher professional development, camps, gallery and exhibit educational experiences, and grant partnerships.

The Education Director plays a key strategic role in expanding programs, building partnerships and increasing museum revenue. As a strong, clear communicator, the Education Director works collaboratively with staff in other departments to align and integrate educational efforts into the broader work of the museum; shaping and communicating the museum’s educational philosophy and programmatic experiences.

REPORTS TO: Executive Director

STATUS: Full time, Flex-Time (40 hours/week) with occasional weekend and evening hours (Fair Labor Standards category “non-exempt”).

COMPENSATION: $22 - $23 per hour, depending upon experience

START DATE: November 2022

BENEFITS: Full WonderLab benefits. Paid holidays and paid leave. Health, vision and dental insurance benefits are available. WonderLab provides life insurance, long-term disability insurance, WonderLab membership at dual or basic family level and a 20% discount in the gift store. Training opportunities may include: Red Cross Certification, Altru Blackbaud data systems and other opportunities through membership in the Association of Science and Technology Centers (ASTC), the Society for Human Resource Management (SHRM) and LinkedIn Learning.

RESPONSIBILITIES

_Broad-scale Initiatives, Strategic and Long-Range Planning (30%)_

Key Responsibility Area: Oversee the educational focus of the museum experience

- Spearhead an Educational Philosophy for all museum experiences that articulates STEM learning goals for diverse audiences.
- Serve as a core member of the Exhibits Committee and ensure exhibit experiences are developmentally appropriate; aligned with the museum’s mission, educational, access and inclusion goals; and connected to best practices in STEM education. In particular, oversee the educational/experiential vision of Science Sprouts Place for children birth through age 3 and their caregivers.
- Oversee the development of scientifically accurate and community-informed educational materials, both internal (e.g. staff training materials) and external materials for the public (e.g. exhibit content signage, publicity and website information, etc).

Key Responsibility Area: Develop productive relationships with educators, school districts and administrations, youth-serving organizations, and educational institutions/associations with STEM focus.

- Work collaboratively with the Museum Experience Department to improve the educational experience of school, daycare and other group visits. This includes: ensuring group visits meet the needs of teachers, group leaders and administrators, aligning group visits with academic standards, and developing/improving content for WonderLab science demonstration and lab sessions for group visits.
• Oversee teacher professional development programs. Participate in current collaboration with the Environmental Resilience Institute at Indiana University to plan and implement educator professional development workshops on the topic of climate change and environmental resilience.
• As needed, oversee administrative and educational aspects of after school programs in collaboration with the local school district (MCCSC). Hire, train and supervise program teachers, and oversee the development of quality curricula that supports educational goals and aligns with STEM academic standards. (Note: this long-standing program has been on hiatus due to the pandemic and has not yet re-started.)

Key Responsibility Area: Strategic Planning
• As a core member of WonderLab’s senior leadership team, participate in cross-departmental work to finalize and implement the museum’s 2022 – 2025 Strategic Plan. Work collaboratively with museum leadership, Education Department and other staff to evaluate existing educational programs and develop long-term plans and initiatives for the museum that advance strategic goals.
• Work to advance WonderLab’s Inclusion, Diversity, Equity and Access (IDEA) initiatives, Environmental Action initiatives and other new initiatives that are identified in the Strategic Plan.

Education Department Leadership and Administration (30%)

Key Responsibility Area: Staff Supervision and Management
• Responsible for the effective supervision and management of Education staff members: recruiting, hiring/terminating, training, onboarding, evaluating and ongoing staff member development.
• Directly supervise permanent Education Department staff members (Senior Education Manager, Education Manager).
• Ensure that educational programs are delivered with superior educational impact, scientific accuracy, and engaging participant experience.
• Ensure clear and timely communication with other departments (Museum Experience, Marketing, Development) to promote efficient planning and program/event delivery.
• Assist Camp Director with recruitment, hiring and training for seasonal WonderCamp staff.

Key Responsibility Area: Administration, Budgeting and Reporting
• Work closely with WonderLab’s administrative staff to track department and project budgets throughout the year. Maintain current revenue and expense records for specific programs and for the Education Department overall.
• Ensure that departmental revenue goals are met, and that departmental expenses fall within budgeted amounts.
• Ensure program information is accurately maintained and shared across departments.
• Oversee the development of annual departmental operating plan and related revenue and expense budgets.
• Work with Executive Director and CFO to manage special program, grant project and WonderCamp budgets. Provide oversight for staff time and other resource allocation for such projects.

Educational Program Development and Implementation (40%)

Key Responsibility Area: Provide leadership for the educational focus, planning and implementation for on-site and off-site programs
• Work collaboratively to create and maintain an annual educational program plan that values quality content, access and inclusion, and addresses community needs and interests.
• Supervise Education Department staff to successfully plan and implement a variety of in-person and virtual, on-site and off-site public programs that meet educational, attendance/engagement and revenue goals. Programs currently include Science Sprouts, Discovery Time, Science Storytime, STEM Saturday, After Dark, Night at the Museum, Boy/Girl Scout Events, CoderDojo, Science Live Animals, and Outreach.
• Oversee planning, implementation and evaluation of child and adult programming associated with Science Sprouts Place/ Sprouts Lab exhibit area for children birth – 3 years and their caregivers.
• Plan and present one or more ongoing public programs in area of interest.
• Work with the marketing team to develop messaging about the museum’s educational philosophy and programmatic experiences on social media, traditional media, and through professional talks.
• Ensure information about educational programs and initiatives is communicated to relevant staff in a clear and timely manner.

Key Responsibility Area: Support for Grant Funded Projects
Specific Duties:
• Participate in the development of select educational grant proposals, including grants in partnership with outside collaborators. Work with administrative staff to coordinate activities for select grant-funded projects, including project
partners, as described above

- Collaborative grant projects may include NSF Partnerships with Indiana University science researchers, After School programs with local school districts, and Teacher Professional Development Programs.

**Key Responsibility Area: Oversee educational focus and support planning for WonderCamp.**

- Work with Camp Director and other staff on camp planning and implementation; including budgeting, scheduling, topics, camp locations, development of curricula that meet educational mission, marketing and registration, teacher recruitment and hiring, pre-camp teacher and staff trainings, camp experience, camp safety, and camp partner relationships.
- Assign Education Department team members to specific tasks as needed.
- Work with Executive Director and Camp Director to establish revenue goals and expense budgets, optimize the camp experience and increase net revenue.
- Assist CFO with records of camp expenses, revenues, attendance and evaluations.

**Key Responsibility Area: Other**

- On occasion, assist education or gallery staff with implementation of programs, activities, outreach and other events.
- Comply with all administrative policies and procedures described in employee handbook.
- Attend specified director meetings, staff meetings and trainings, including emergency training procedures.
- Other duties as assigned.

**RELATIONSHIPS**

**Internal:** Maintain close communications with Executive Director, Chief Financial Officer and other Director level staff (Exhibit and Facilities Director, Museum Experience Director, Marketing and Communications Director, Donor Relations Director). Maintain positive and collaborative working relationship with WonderLab staff, student workers and volunteers.

**External:** Maintain positive working relationship with museum guests and program attendees, teachers and community educational partners, as described above

**SKILLS, KNOWLEDGE, AND EXPERIENCE REQUIREMENTS**

- Passionate about STEM education and the mission of WonderLab
- Demonstrated understanding of inquiry-based approaches to learning in an informal educational environment, with the ability to communicate scientific content accurately and in an engaging manner to diverse audiences
- Enthusiasm for working with visitors of all ages, backgrounds, and abilities; commitment to creating a welcoming and inclusive learning environment. Ability to accurately interpret and respond appropriately to the needs and capabilities of different people in different situations, treating all with respect and compassion.
- Candidates who have demonstrated a commitment to working with diverse populations are especially encouraged to apply
- Teaching experience in formal or informal educational settings: strong group/classroom management skills, strong K-12 lesson planning and curriculum development experience required; experience interacting with teacher colleagues and school administrations preferred (3+ years)
- Program management experience: creating and administering project income and expense budgets, timelines, staff management and reporting required (3+ years); experience working on grant-funded projects, coordinating school-break camps a plus
- Strong business aptitude and decision-making skills with ability to weigh resource allocation and programmatic impact
- Experience working with youth and/or families required; experience working with children birth to four and their caregivers, families experiencing low income, children with special needs, and rural and historically marginalized communities especially desirable
- Demonstrated experience in effectively managing people on a team; strong organizer of self and others
- Four-year college degree with strong academic background in science required; post-graduate degree in education or science a plus
- Collaborative, up-beat, and team-oriented with a positive and professional attitude and excellent judgment /decision-making skills
- Creative, flexible, resourceful, and willing to learn new things
- Strong interpersonal skills and high maturity level (collaborative, communicative, empathetic)
- Excellent communication skills (writing, speaking, public presentation)
- Proven ability to work in a fast-paced, evolving, team-oriented environment; ability to prioritize multiple projects and focus despite interruption
- Commitment to ideals of justice, equity, diversity, and inclusion; commitment to fostering an anti-racist culture at WonderLab
• Strong computer aptitude and comfort learning new systems (Google suite, Microsoft Word and Excel, Blackbaud Altru database, Zoom)
• Reliable personal transportation, valid driver's license, and excellent driving record
• Proof of eligibility to work in the United States
• Red Cross certification in CPR and First Aid, or willingness to become certified.
• Proof of Covid-19 vaccination and booster(s).

WORK ENVIRONMENT

• Congenial, high-energy, family oriented non-profit environment
• Collaborative and team-focused
• May be asked to drive museum vehicles, including minivans
• Physical capability to lift 30 pounds, climb stairs and ladders, reach high shelving and function in fast-paced environment
• All WonderLab employees are subject to a criminal background check
• WonderLab requires that all employees and volunteers be fully vaccinated against COVID-19

APPLICATION REQUIREMENTS

• Completed WonderLab job application form. Form is available on the WonderLab website at https://fs4.formsite.com/WonderLab/ofq3ahbhkl/index.html
• Resume listing relevant experience
• Contact information for three references
• At least one but not more than three letter(s) of recommendation, sent directly to kjinnes@wonderlab.org
• Cover letter that addresses the following prompts:
  o How do you personally connect with WonderLab’s mission, vision and educational philosophy, found here: https://wonderlab.org/about/
  o How will your past experiences make you a good fit for this position?

Applicants must be able to show proof of eligibility to work in the United States. Position is open until filled. All employees are subject to a criminal background check. WonderLab galleries, offices and grounds are smoke-free environments.

Can’t check off every requirement listed above? Please apply anyway! WonderLab is dedicated to building an inclusive team with a wide variety of experiences and skill sets. You may be just the right candidate for this role or another one of our openings.

Questions: Karen Jepson-Innes kjinnes@wonderlab.org 337-1337 extension 216

WonderLab strives to provide a welcoming educational space and is founded on values of inclusion and access. WonderLab is committed to creating a diverse museum environment and is proud to be an equal opportunity employer that considers diverse skill sets and experiences among applicants. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, ancestry, age, marital or veteran status, disability, sexual orientation, gender identity, number of dependents, or any other legally protected status. WonderLab strives to make reasonable accommodations for people with disabilities, upon request.

Updated: 10/22/22 kji