

Job Title: Education Manager
Department: Education
Reports to: Executive Director
Position Type: Full-time / Exempt
Salary: \$60,000 - \$65,000



Position Summary:

The Education Manager is responsible for the vision, leadership, and day-to-day management of ScienceWorks' educational programming, ensuring that every learning experience reflects the museum's mission to inspire curiosity and wonder through scientific exploration and interactive experiences. As a member of the museum's leadership team, the Education Manager develops, implements, and evaluates high-quality educational programs that engage learners of all ages through hands-on, inquiry-based STEAM learning.

The Education Manager oversees all educational programming, including field trips, summer camps, after-school programs, public programs, and community outreach initiatives. The position is responsible for hiring, training, supervising, and mentoring education staff; developing curriculum and program materials; managing departmental budgets and logistics; evaluating program effectiveness; and fostering a collaborative, mission-driven team culture.

Working closely with staff across the museum and with community partners, the Education Manager helps expand ScienceWorks' educational impact through strategic partnerships, grant-supported initiatives, exhibit collaboration, volunteer engagement, and community outreach. This position plays a key role in strengthening ScienceWorks as a trusted educational resource and welcoming community gathering place for Southern Oregon.

Key Responsibilities:

Educational Leadership

- Provide strategic leadership for the Education Department and contribute to the museum's long-term educational vision and organizational strategic planning.
- Work with the Leadership Team to develop educational programs that advance the museum's mission while supporting earned revenue and long-term financial sustainability.
- Design, implement, and evaluate hands-on, curiosity-driven educational programs that are developmentally appropriate and aligned with the Next Generation Science Standards (NGSS).
- Assess community needs, monitor trends in formal and informal education, and develop new programs that further the ScienceWorks mission.
- Ensure all educational experiences are welcoming, accessible, and inclusive for learners of diverse backgrounds, identities, abilities, and experience levels.
- Use participation data, evaluation tools, and community feedback to assess program effectiveness and guide continuous improvement.

Staff Leadership & Supervision

- Develop education staff job descriptions and, in collaboration with the Executive Director, recruit, hire, train, supervise, mentor, and evaluate education staff.
- Conduct staff orientations, training, and ongoing professional development.
- Foster a collaborative, supportive, and mission-driven team culture.

Program Management & Operations

- Oversee the planning, logistics, staffing, scheduling, materials, and day-to-day operations of all educational programs, including field trips, summer camps, after-school programs, public programs, and community outreach.
- Manage the Summer Camp program, including coordination of facilities, materials, schedules, instructors, interns, family communication, and before- and after-care programming.
- Coordinate with museum staff to ensure effective scheduling, communication, space allocation, and resource management for educational programs.
- Develop and maintain systems for curriculum resources, educational materials, and departmental inventory.
- Develop, manage, and monitor the Education Department budget in collaboration with the Leadership Team.
- Ensure compliance with museum policies and procedures related to child safety, risk management, and emergency preparedness.

Community Partnerships & Outreach

- Serve as the museum's primary liaison with schools, after-school partners, community organizations, and other educational collaborators.
- Build and maintain relationships with teachers, school administrators, nonprofit organizations, and community partners to expand ScienceWorks' educational impact.
- Raise community awareness of ScienceWorks' educational programs and resources.
- Collaborate with formal and informal educators to strengthen programming and increase community engagement.

Organizational Leadership & Collaboration

- Collaborate with museum staff to enhance educational experiences, support exhibit development, and expand the museum's overall impact.
- Assist with public events, fundraising events, and other museum-wide initiatives.
- Partner with Development staff to identify funding opportunities, provide program information, gather participation data, and support grant applications and reporting.
- Communicate Education Department goals, activities, outcomes, and impact to the Executive Director and Board of Directors.
- Participate in ongoing professional development and organizational learning to strengthen leadership and program effectiveness.

Minimum Qualifications

- Bachelor's degree in education, science, museum studies, or a related field, plus at least five years of progressively responsible experience in education, informal learning, museum education, or a related field
- Experience managing people and projects
- Working knowledge of local, state, and federal education standards (including NGSS)

Preferred Qualifications

- Nonprofit experience, and/or museum experience
- Teaching experience in either a formal or informal setting
- Experience managing budgets
- Working knowledge of museum CRM software
- Familiarity with regional school districts' policies and procedures

Essential Traits

The ideal candidate will demonstrate the following knowledge, skills, and abilities:

- A passion for ScienceWorks' mission and a commitment to inspiring curiosity through hands-on, inquiry-based STEAM learning.
- Strong knowledge of inquiry-based science instruction, science pedagogy from pre-K through high school, and current science education standards, including the Next Generation Science Standards (NGSS).
- Strong knowledge of informal education and museum programming.
- Ability to design, implement, and evaluate engaging educational experiences for learners of all ages, backgrounds, abilities, and experience levels.
- Demonstrated leadership skills, including the ability to hire, train, mentor, supervise, and inspire a collaborative, high-performing education team.
- Excellent organizational and project management skills, with the ability to manage multiple priorities, deadlines, budgets, and logistics simultaneously.
- Strong written and verbal communication skills, with the ability to communicate effectively with children, families, educators, volunteers, community partners, staff, and board members.
- Ability to build and maintain collaborative relationships with schools, community organizations, funders, and other partners.
- Commitment to creating welcoming, accessible, and inclusive learning environments where every learner feels valued and supported.
- Experience using data, evaluation, and participant feedback to assess program effectiveness and guide continuous improvement.
- Curiosity, creativity, flexibility, and a willingness to experiment, adapt, and continuously learn.
- Ability to work collaboratively across departments to advance the museum's mission and organizational goals.
- Enthusiasm for serving as a positive ambassador for ScienceWorks within the community.

Supervision

The Education Manager is responsible for hiring, training, evaluating, and working closely with the following positions:

- Field Trip Educators
- On-Call and Seasonal Educators
- Summer Camp Coordinator
- Summer Camp Instructors
- Public Programs Coordinator
- Temporary staff, Interns, and Volunteers as necessary

Compensation

- The salary depends on qualifications and experience.
- Compensation includes benefits, vacation time, and free membership to ScienceWorks Hands-On Museum.

Working Conditions

The Education Manager has flexibility in scheduling their workweek based on departmental needs. Because many public programs occur on weekends, the position regularly includes one weekend workday. Occasional evening hours, travel, and rare overnight participation may be required for special events or programs. The position also requires lifting up to 50 pounds, climbing ladders, and working outdoors in varying weather conditions.