



**Title:** Education Manager

**Department:** Public Engagement

**Status:** Exempt, Regular, Full-time, Salary

**Supervisor:** Public Programs Manager

**Position Description:** This position oversees lifelong learning for the Museum and is responsible for developing and implementing mission-driven education initiatives.

**Responsibilities:**

- Develop and maintain strong working relationships with elementary schools, middle schools, high schools, and tribal schools.
- Develop and maintain strong working relationships with higher education institutions, including Northern Arizona University and Coconino Community College. Establish regular communication with all schools and higher education institutions. Create school tours and resources using museum exhibitions, collections, and materials related to the curriculum needs of teachers.
- Develop materials and educational sessions to give teachers the background they need to make use of the museum and its resources.
- Advance growth and excellence in museum education programs consistent with long-range plans of the institution and inter-departmental initiatives.
- Manage MNA intern program so all interns have consistent orientation and support.
- Work with Volunteer manager to oversee and streamline the Docent training.
- Plan and oversee day camps to maintain high standard of education directly linked to the museum, including hiring, training, and overseeing staff, organizing curriculum, purchasing needed supplies and communicating with parents.
- Develop, organize and oversee classes, workshops, and lectures for adults.
- Manage the Namingha Institute Master Class Program.
- Plan, develop, and oversee maintenance of educational elements for the exhibit building and museum campus, including interactive components, interpretive content, and targeted materials.
- Supervise and evaluate Education department employees, volunteers, and adjunct instructors.
- Develop content for educational programs, events, publications, and online resources.
- Develop and oversee opportunities for student teachers within the Museum.
- Develop and oversee opportunities for young adults to learn at the Museum.
- Oversee Museum intern orientation, experience, and completion
- Manage and utilize museum art and artifacts set aside for educational purposes.
- Devise and deploy Key Performance Indicators (KPI) to track, evaluate, and report on the effectiveness of education programs.
- Manage and oversee the education budget.
- Other tasks as assigned.

**Key Relationships:**

- Works closely with curators and subject specialists to create educational components and programs related to exhibitions.
- Works closely with the marketing staff on program promotion, graphic design, etc.
- Works closely with the Visitors' Experience and Facilities teams on event logistics to ensure smooth execution of education programs.
- Works closely with Volunteer Manager to ensure volunteers are fully trained and receive continuing education needed to fulfill their duties.
- Work with Development staff to develop funding proposals for programs.
- Establish and grow relationships with faculty and administrators of primary, secondary, and higher education institutions in the region

**Education or Experience Requirements:**

- Bachelor's degree or higher in a related field
- 2+ years' teaching experience
- Experience working with and managing volunteers

**Abilities, Skills, and Knowledge:**

- Understanding of Common Core State Standards and Next Generation Science Standards.
- Experience working with students across a broad range of demographics.
- Ability to generate and deliver creative and innovative education ideas.
- A passion for sharing the unique benefits of museums as learning environments.
- Excellent customer service skills.
- Excellent communication skills.
- Ability to collaborate with multiple individuals and work within a team.
- High level of attention to detail; ability to work on multiple deadlines at once.
- Ability to create and stay within project budgets.
- Visual acuity and ability to work at a computer for extended periods of time.
- Proficiency with Microsoft Office Suite.

**Working Conditions:**

- Generally work indoors, Monday through Friday, 35 hours per week, usually between 9 am and 5 pm. Evening and weekend hours, long days and outdoor working occasionally required.

**Other Requirements:**

- Must be fully vaccinated for COVID -19

**How to apply:**

Please submit a cover letter and resume to [employment@musnaz.org](mailto:employment@musnaz.org). Email is the preferred method of application submission. If you have further questions, please contact Jill Thomas at 928-774-5211, ext 203.