

# Education Manager

## Responsibilities

### Museum Programs

- Designs and implements programs and field trips in collaboration with the Gallery & Programs Manager.
- Designs and implements Summer, Spring Break, and Day-Off camps.
- Collaborates with the rest of staff to plan and implement annual events.
- Works with exhibits staff to develop educational, interactive exhibits.

### Community Partnerships

- Establishes relationships with schools and community organizations.
- Recruits and develops community programs both on- and off-site.
- Promotes and develops programming around the Museum's mobile StarLab planetarium.

### Additional Support Roles

- Works with VDM staff to prepare the Museum for visitors by opening and closing the register, stocking and maintaining exhibits, and managing galleries as needed.
- Covers the front desk when needed, greeting visitors and handling admissions.

## Qualifications

- Previous experience in a public-facing, customer-service-oriented role.
- Must enjoy working with children.
- Must enjoy crafting and creative projects; artistic abilities a plus.
- Must be available to work weekends and around the holidays.
- Must be fully vaccinated against COVID.
- College degree preferred.