

<b><i>Position Title:</i></b>	<b><i>Manager of S.T.E.M. and Family Education</i></b>
<b><i>Exempt / Non-Exempt:</i></b>	Exempt
<b><i>Reports to:</i></b>	Director of Education
<b><i>Date:</i></b>	10/13/22

### **Job Summary**

The purpose of this position is to assist in the planning and execution of the lifelong learning mission of the Reading Public Museum in the areas of science, technology, engineering, mathematics (S.T.E.M.) and the arts/humanities. This includes but is not limited to student tours, scout workshops and sleepovers, summer camp programs, adult programs, public programs, and birthday parties.

### **Essential Duties & Responsibilities**

- Identify new audiences and goals of lifelong learning programming.
- Contribute to the development of the Education Master Plan for relevance with the community and alignment with The Museum's Mission.
- Plan and implement programs and workshops designed for youth audiences related to The Museum's permanent collections and temporary exhibitions schedule that meet or exceed budgeted net revenue goals.
- Develop innovative programming that attracts new youth and family audiences based on unique learning characteristics and interests.
- Develop innovative educational publications, gallery guides, and other media relevant to The Museum's youth audiences.
- Work collaboratively with other members of the Education Department to develop and implement youth and family S.T.E.M. educational experiences throughout The Museum
- Lead group tours of The Museum.
- Facilitate scout workshops and sleepovers, birthday parties, public programs, summer camp classes, and adult education programs. Except for summer camp, these programs typically occur during weekend and evening hours.
- Work with interns on departmental projects, supervise progress and evaluate work to provide meaningful experiences for them that benefit The Museum.
- Create interpretive and interactive strategies for teaching STEM concepts throughout the permanent galleries and temporary exhibitions.
- Develop, use and analyze evaluation tools for all programs, and distribute results.
- Keep staff apprised of education-related activities through The Museum's Outlook calendar.
- Assist with keeping exhibits and public areas safe and presentable to the public.
- Other duties as assigned.

### **Qualifications and Experience**

- Requires a Master's degree in Education, Museum Studies, or related field, with a focus on the sciences.
- Education experience in a non-profit organization preferred.

- Judgment, tact, diplomacy, strategy, planning, assessment and evaluation, communication (written and verbal), “people skills”
- Ability to develop and implement creative educational strategies to advance The Museum’s profile and outreach in the community.
- Excellent planning and organizational skills.
- Ability to define and achieve goals and objectives.
- Ability to work with and motivate others -- visitors, staff and volunteers.
- Ability to operate PC computer software, fax/printers, postage machine, and phone system.
- Required Experience: Working with children.
- Preferred Experience: Facilitating and promoting informal educational programs for people of all ages in a museum, school or similar setting.
- Required Skills: Excellent public speaking skills and ability to lead and engage large groups of children and adults in a variety of subject areas, including art, science, and history. Ability to work well as part of a team, follow through with assigned tasks, and think on your feet.
- Preferred Skills: Knowledge of museum practices and museum education standards. Bilingual is a plus.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel.
- Specific vision abilities required by this job include close vision, and color vision
- The employee frequently is required to sit and reach with hands and arms.
- The employee is required to stand, walk, and talk or hear.

### **Work Environment**

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is not exposed to weather conditions.
- The noise level in the work environment is usually moderate.

### **Museum Mission Statement**

The mission of the Reading Public Museum, a dynamic center of lifelong learning, is to collect, preserve and interpret objects of art, science and civilization in order to educate, enlighten and engage current and future generations.

## **Compensation and Application**

This position is compensated with a salary rate ranging from \$37,500-\$40,000 annually. The position is a full-time, position that qualifies for benefits including health insurance, holidays, pension and PTO. The normal working hours for this position will be Monday-Friday 8:30 am – 5:00pm, hours may vary based on departmental needs. This position will require availability to work occasional nights and weekends.

To apply, please send cover letter, resume, and three (3) references via email to [wendy.koller@readingpublicmuseum.org](mailto:wendy.koller@readingpublicmuseum.org) please include Manager of Education in the subject line.