



Museum of Science & History  
JACKSONVILLE • FLORIDA

## EDUCATION MANAGER POSITION DESCRIPTION

**DEPARTMENT:** EDUCATION AND EXHIBITS  
**DIVISION:** EDUCATION  
**IMMEDIATE SUPERVISOR:** VICE PRESIDENT OF EDUCATION AND EXHIBITS  
**STATUS:** EXEMPT  
**HOURS:** 40 HRS. /WEEK

### THIS POSITION SUPERVISES THE FOLLOWING STAFF:

Early Learning Manager

School Programs Coordinator

Volunteers Coordinator and Education Program Support

- Interns and Volunteers (when assigned)

General Educators (including future hires for STEAM Programs)

Seasonal/Temporary Employees assigned to Education (i.e., Camp Teachers and Counselors)

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### POSITION PURPOSE:

The Education Manager develops and oversees the Museum's Education Division.

### DUTIES AND RESPONSIBILITIES:

- Financial:
  - Develop and actively manage the Education Division's annual operating budget in consort with the Finance Department and Vice President of Education and Exhibits
  - Set pricing for department program components
  - Obtain accurate and timely payment from program participants
  - Monitor department income and expenses
  - Assist with group sales reservations as well as ticket sales reservations
  - Provide Net Revenue Analysis information for all proposed/planned Education activities and events
- Supervisory:
  - Oversee and implement goals and objectives within the Museum's Strategic Plan
  - Supervise and develop Education staff
  - Train staff in curriculum development
  - Verify and approve lesson plans for Education program presentations

- Oversee training of Educators for presentations
- Maintain a high standard of cleanliness in the JEA Science Theatre, Education storage areas, Education office, PNC Conference Center, Creation Station, and all other learning spaces
- Verify and track Education personnel certifications per MOSH Human Resources requirements
- Programming:
  - Work closely with public school district leadership, private school administrators, charter school organizations and administration, and homeschool consortiums to maximize partnership and participation from as many schools as capacity allows
  - Develop and implement innovative, creative, and progressive curriculum for a variety of learners – adult community education, K-12 school supplemental teaching, Early Learning programs, and family programs
  - Develop, plan, supervise curriculum creation and temporary staffing, and execute annual MOSH Discovery Camp programs for summer, winter, and spring break periods as well as “one-day-fun-day” mini-camps for school holidays
  - Ensure programs are presented in a multimodal, interactive, fun, and educational manner
  - Create evaluation instruments and analysis process to obtain actionable feedback from program participants
  - Facilitate daytime programming as needed in support of Education personnel (e.g., K12 field trips, VPK field trips, day camps, etc.)
  - Facilitate after-hours programming as needed in support of Education personnel (e.g., camp-ins, Science Fairs, etc.)
  - Lead and coordinate planning for Passport Series Events (cultural education) (expected by 6 month point)
- Organizational Support:
  - When requested, coordinate with Vice President of Marketing, Communications & Public Programs and Vice President of Education and Exhibits to represent the Museum to the public and media on matters concerning the Education Division and educational events
  - Perform other related duties and interdepartmental functions as required by Vice President of Education and Exhibits—which may include, but are not limited to:
    - Visitor Touchpoints Committee
    - Safety Committee
    - Exhibits & Programming Committee
    - Inclusion, Diversity, Equity, Accessibility (IDEA) Focus/Working Groups
    - Other duties as necessary
- Professional Development:
  - Seek out and attend professional development workshops and seminars
  - Stay current with educational topics, trends, research, and current events

- Establish and maintain working relationships with other educational and cultural agencies

**ACCESS REQUIREMENTS:**

Access to museum before and after hours, all public areas, all exhibition floor spaces, Naturalist Center and JEA Science Theater.

**SPECIAL AUTHORIZATION:**

- Permission to have access to alarm codes to building.
- Job duties may require access to certain chemicals and gases for educational programming; handling these chemicals requires advanced training and adherence to OSHA guidelines.
- Must seek Vice President of Education and Exhibits approval on all purchases.

**QUALIFICATIONS:**

To be successful, an individual must be able to perform each job duty satisfactorily.

***EDUCATION AND EXPERIENCE (minimum)***

- Supervisory experience preferred
- Bachelor's degree from an accredited institution in Education, Sciences, History, Humanities, Science(s), Museum Studies, or similar related field
  - (Master's Degree preferred)
  - (STEAM background, experience, and degree and/or certification is highly preferred)
- Minimum of five (5) years' previous experience teaching in formal or informal educational institutions required

***SKILLS AND ABILITIES***

- Exceptional classroom management skills; maintain order while supporting unconditional positive regard for students/teachers/parents/caregivers
- Must be able to multi-task and work with little supervision and display strategic and operational initiative
- Must be able to use Microsoft Office applications, internet, and email
- Must have strong public speaking skills

**TIME COMMITMENTS:**

Hours are generally Monday-Friday, between 9:00 am to 5:00 pm. Some evenings and weekends may be required.

**DISCLAIMER:**

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents in this position. This job description is not intended to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and work conditions of employees assigned to this job. Management has sole discretion to add or modify the duties of this position and designate other functions as essential at any point in

time. Management may also modify working hours and work location at any point in time. This job description is not an employment agreement or contract.

**EQUAL EMPLOYMENT OPPORTUNITY:**

MOSH provides equal employment opportunities for all applicants and employees. We do not unlawfully discriminate on the basis of race, color, creed, ancestry, medical condition, religion, sex, national origin, age, disability, veteran status, marital status, sexual preference or any other basis prohibited by federal or state law or local ordinance applicable to our work locations. We also make reasonable accommodations for disabled employees if we are aware of the need for accommodation and if the requested accommodation does not cause undue hardship as interpreted from the ADA/ADAAA.

This policy applies to all areas of employment, including recruitment, hiring, training, promotion, compensation, benefits, transfer, and social and recreational programs.

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**ACKNOWLEDGMENT**

I have read and understand the above job description. If the description is altered, I will be presented with an updated copy to sign which I will keep a copy and one copy will go into my personnel file.

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Employee (Print Name)

\_\_\_\_\_  
Date

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Employee (Signature)