

Education Manager

Responsibilities

Museum Programs

- Designs and implements Museum programs in collaboration with the Programs & Administrative Coordinator.
- 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.
- Works with volunteers of all ages, including high school and college students.
- 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 a high-energy, team-based environment.
- Must enjoy crafting and creative projects; artistic abilities a plus.
- Must be available to work weekends and around the holidays.
- College degree preferred.