****

**Museum Education Manager**

**Summary:** The Museum Education Manager is responsible for all educational experiences that CMON provides. This position manages education and program staff. The Museum Education Manager works closely with all managers, especially the Visitor Experience Manager and the Exhibits Manager.

**Reports to:** Chief Operations and Education Officer

**Major Duties**

**General**

* Recruit, hire and supervise the full time and part-time education and program staff members: recruit, hire and supervise any additional contract employees hired for camps (fall, winter, spring break, summer)
* Development and implementation of day-to-day educational activities, within museum exhibits: such as Pop Ups, Storytime and any other day-to-day experiences
* Development and implementation of classroom educational programs such as Mini Wonders, Art Workshops and any other classroom educational programs
* Development and implementation of field trip experiences, including optional lessons with curriculum connections based on grade level
* Development and implementation of all camp experiences
* Development and implementation of educational outreach experiences with partner organizations
* Collaborate with the Exhibits Manager to creatively assess and implement new exhibit experiences
* Collaborate with the Visitor Experience Manager to develop and implement effective and consistent training processes for visitor services staff and education/programs staff
* Develop evaluative culture and measures to consistently ensure the museum is reacting to visitor needs and concerns
* Creation and oversight of mutually beneficial partnerships in the region
* Ensure the Florida Department of Education Curriculum Frameworks are tied to each exhibit and educational program for corresponding targeted grade ranges
* Assist the leadership team with grant-making as it relates to education related opportunities
* Lead training programs for all staff and volunteers to enable a fully integrated culture of positive and relevant floor experiences that is wholly adopted by everyone

**Qualifications:**

* 3-5 years’ experience in education management role in a museum or other educational organization
* 3-5 years’ experience in classroom setting, preferably with preschool age or elementary age students
* Bachelor’s Degree in related field such as education, sciences, early childhood, or museum studies
* Experience with building curriculum and lesson plans that compliment educational objectives of the public school system
* Experience organizing and leading staff
* Strong fiscal management capabilities
* Ability to work independently
* Exceptional organizational skills and reliable performance are a must
* Past experience working on grants and understanding granting capacity and opportunities
* Strong commitment to the mission and vision of CMON
* Effective communicator, verbal & written skills, and positive demeanor
* Ability to interact with employees, donors, vendors and members in a positive manner
* Ability to present information concisely and effectively, both verbally and in writing
* Must pass a background check and be fingerprinted
* Working knowledge of Microsoft Office Suite
* Ability to handle multiple tasks and prioritize needs
* Able lift up to 25 lbs, bend, reach, and stretch without assistance

Don’t meet every single requirement? Studies have shown that women and people of color are less likely to apply to jobs unless they meet every single qualification. At CMON we are dedicated to building a diverse, inclusive, and authentic workplace, so if you’re excited about this role but your past experience doesn’t align perfectly with every qualification in the job description, we encourage you to apply anyways. You may be just the right candidate for this or other roles.

*Please note: The schedule for this position is 8:30AM – 5:00PM Monday through Friday with occasional evenings and weekends for special events.*

**Working Conditions:**

* General office and Museum environment
* Moderate amount of local travel
* Constant interaction with public
* Limited exposure to environmental hazards that may arise through normal tasks in this position

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

**To Apply:**

Please send cover letter, resume, three references to: [hrjobs@cmon.org](mailto:hrjobs@cmon.org) or mail to: HRJobs 15080 Livingston Road, Naples, FL 34109

No phone calls please.

*CMON is an Equal Opportunity Employer (EOE) in compliance with all Federal, Florida State and local ordinances, including Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Americans with Disabilities Act of 1990, and the Genetic Information Nondiscrimination Act of 2008.*