

CALVERT COUNTY
CLASS SPECIFICATION

Grade 24

Title Education Programs Manager

Job Summary

Subject position is responsible for hiring, supervising, evaluating, and scheduling three full-time and five part-time educators. The position plans and directs all museum educational programs and special events; oversees training; and evaluates quality. The incumbent performs administrative duties including developing and managing the budget, being part of the leadership team, and coordinating with other museum department heads. The position oversees education grant development and management. The Director of Education works with subject area curators to develop appropriate interpretation for all exhibits and coordinates programming for the public. Moreover, the Director of Education works directly with the Calvert Marine Museum marketing and communication coordinator to promote museum wide programming and develop publications for public. The position works under general supervision.

The position reports to the Calvert Marine Museum Deputy Director.

Essential Job Functions

Performs general administrative duties for the education department including: staffing, scheduling, problem resolving, and performance monitoring.

Supervises education department staff.

Develops and maintains education department budget and expenditures.

Develops and maintains education department grants.

Plans and directs museum educational programs and special events.

Develops educational programs for exhibit interpretation.

Assists with the publication of the museum newsletter and the overall marketing plan for the museum.

Prepares written and statistical reports of monthly activities and attendance tallies.

Attends monthly staff and department head meetings to discuss events and procedures and to set department priorities, and other business as required.

Attends special events, meetings, outreach, and lectures as required.

Other Duties

Performs related work as required.

Knowledge, Skills, and Abilities (These are pre-employment KSA that apply only to Essential Job Functions.)

Knowledge of--

- Principles and practices of education as applied to the educational functions of the Museum.
- Effective techniques of supervision.
- Grant writing and grant management
- Museum exhibits and operations.

Ability to--

- Develop and implement educational programs and special projects for the Museum.
- Work effectively with Curators and Exhibit staff to develop educational interpretation of exhibits, publications and outreach programs.
- Supervise staff and manage daily departmental operations.
- Communicate effectively orally and in writing.
- Deal effectively and cordially with the public.

Required Qualifications (Note: Any acceptable combination of education, training and relevant experience that provides the above knowledge, abilities and skills may be substituted on a full-time year for year basis.)

Training and/or Education

Bachelor's degree in education (history, biology, paleontology), public administration, business or related field.

Four years of progressively responsible experience in an educational or museum setting, two years of which must include managing staff in the same or a related capacity.

Licenses or Certificates

Valid driver's license.

Special Requirements

Subject to background investigation.
Operation of County-owned vehicle.

Physical Demands

Requires occasional long periods of standing, frequent walking indoors, repeated bending, crouching, stooping, stretching or reaching; recurring lifting of objects up to 25 pounds; helping assemble/build displays and exhibits, and operation of keyboard devices.

Unusual Demands:

Work is subject to frequent interruptions, occasional weekends/evenings, and exposure to temperature changes when outdoors leading or participating in programs.

FLSA Status:

Exempt

New: 8/22