

SCIENCENTER POSITION DESCRIPTION

Vice President of Education

(2019-01-10)

TITLE OF SUPERVISOR: Executive Director

MAIN FUNCTIONS:

Creative and visionary team leader with a strong commitment to building dynamic, inclusive, and collaborative education experiences that positively impact the local and national constituencies that the Sciencenter serves. The Vice President of Education is a key member of the staff involved in developing, implementing and overseeing the museum's facilitated experiences including onsite and offsite programs, program development, national endeavors, and volunteer programs. A proven ability to conceptualize innovative museum programs and exciting, interactive visitor experiences are viewed as essential components of the role.

DUTIES AND RESPONSIBILITIES:

The essential duties include the following.

- Lead the Education team and coordinate project teams both internally and externally
- Provide oversight for the museum's vibrant volunteer program
- Provide inspiring leadership as a member of the senior management team
- Design and implement a comprehensive strategy for the development of the museum's facilitated programs that includes the incorporation of relevant scientific content, and engaging interactive experiences.
- Lead the development of innovative Sciencenter programs and experiences from concept to implementations and evaluation
- In concert with the Vice President of Strategic Development, initiate, coordinate and advance strategic partnerships with Cornell University, Ithaca College, and research and museum partners nationally
- Coordinate Education projects:
 - Articulate and manage workflow and roles
 - Establish project plans, schedule, and budget
 - Coordinate staff-led facilitated educational experiences
 - Communicate project goals, progress and outcomes to internal and external partners and stakeholders
 - Coordinate external expertise and serve as liaison between internal and external teams
- In concert with the Vice President of Museum Environments, ensure that all facilitated experiences have defined goals and objectives and high-quality and actionable processes of assessment and evaluation
- Work with the Vice President of Strategic Development to support funding requests and grant proposals

- Foster institution-wide innovative thinking, learning, risk taking, and experimentation by learning about other successful programs that have been implemented in other institutions and providing professional development for Sciencenter staff
- Perform other duties consistent with the position as assigned by the Executive Director

SUPERVISION OF OTHERS:

- Direct reports – 2
- Indirect reports – 4

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

- Bachelor's Degree related to education and/or science
- Minimum 2 years of leading meetings, building teams, and group dynamics related to museum programs and operations
- Minimum 5 years of experience in educational program development and implementation in informal settings
- Equivalent experience/education will be considered

OTHER QUALIFICATIONS:

- Demonstrated ability to think creatively
- Demonstrated abilities in strategic thinking and planning
- Self-starting with strong organizational, analytical, critical thinking, problem-solving, and time management skills
- Experience in shaping and maintaining partnerships with other institutions
- Ability to demonstrate ideas in the following ways: orally, written narrative,
- Experience managing budgets
- Proficient in Microsoft Office Suite (Word, Excel, and PowerPoint)
- Demonstrated ability to work independently as well as collaborate in a team environment
- Demonstrated ability to work under pressure
- Demonstrated ability to be flexible in a rapidly changing environment
- Demonstrated experience working with architects and exhibit designers

WORKING CONDITIONS:

Fast-paced, non-profit, hands-on museum environment. Must be able to work on many projects simultaneously with interruptions. Must work well in both an individual and team setting.

TIME COMMITMENT:

Full time (40 hr/wk) exempt position. Occasional weekend and evening work, as well as travel, are required.

SALARY AND BENEFITS:

Salary will be commensurate with experience and qualifications. Full Sciencenter benefits provided.

APPLICATION INSTRUCTIONS:

Please include the following in your application:

1. Letter of application
2. Resume

Send your application as one PDF file to: cFagan@sciencenter.org

Deadline:

Open until filled

The Sciencenter is an Equal Opportunity Employer