



AMERICA'S CAR MUSEUM®

Now Seeking Candidates For The Following:

EDUCATION MANAGER

REFERENCE JOB#: W5001

OPEN: 09/28/12

CLOSES: When Filled

EFFECTIVE DATE: September 28, 2012

DEPARTMENT: Education

FLSA CLASS: Administrative Exempt

DRIVING CLASS: Required

FTE STATUS: 1.0 (Full-time)

REPORTS TO: Chief Operating Officer

SUPERVISES: YES

GENERAL SUMMARY:

The Education Manager originates, guides, coordinates, and facilitates the development, implementation, and sustainability of educational programs, outreach programs, and library resources for Lemay – America's Car Museum. The Education Manager is responsible for driving educational program initiatives, establishing and implementing best practices within the educational programs, and coordinating all educational program activities in alignment with organizational objectives and goals. Responsibilities include: Developing and providing oversight of the ACM Educational Resource Center; Developing integrated onsite education programs for the general public, youth and families, school groups, home school groups, teachers, docents, collectors, and enthusiasts; Developing and presenting outreach education programs; Developing and organizing teacher events; Developing and organizing innovative summer programs; Developing models and metrics for evaluation of program effectiveness; Conceiving and establishing public feedback strategies; Researching and preparing interpretive materials and publications for education programs; Working with community partner organizations, including trade schools and colleges, to deliver collaborative programs; Creating educational web content for all ages, including teacher resources; Developing and implementing docent training classes in coordination with the Volunteer Coordinator; Providing educational staff direction and oversight; and, Developing specific program descriptions and budgets for use by the Grants Officer in raising funds to finance the development and implementation of new education programs. This position requires strategic planning, the ability to utilize discretion to make decisions in support of the organization's objectives and departmental goals, the skills to manage staff effectively, and an ability to work independently under general instructions to fulfill the responsibilities described here within.

This position description has been designed to indicate the general nature and level of work performed by jobholders within this role. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the job. To perform the job successfully, an employee must perform each essential responsibility satisfactorily. These requirements are representative, but not all-inclusive, of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Occasional evening, weekend and holiday work is required.

QUALIFICATIONS:

The incumbent for this position must be at least 21 years of age and possess: A BA in Education, Instructional Design Technologies, Curriculum and Instruction, Historic Preservation, History, Communications, Library Science, or a closely related field, AND 2-years' experience in an educational or closely related field, preferably designing educational programs or curriculum related to the STEM subjects. An understanding of library science is highly desired. Bilingual abilities are highly desired. Other degrees may be considered base on relevance to the position.

Additionally, the incumbent must possess:

1. The ability to pass an in-depth background investigation including criminal history, employment records, and personal references;
2. A valid U.S. Driver's License and ability to drive personal vehicle for business purposes;
3. An ability and willingness to maintain a flexible schedule, including evenings, weekends, and holidays as needed;
4. Knowledge regarding the principles and practices of educational program development;
5. Knowledge of the theories, principles and practices of education;
6. Experience with, and knowledge of the principles and best-practices of educational programming and library management.
7. Demonstrated success developing new systems/processes that incorporate needs of multiple stakeholders.

8. An understanding of various stakeholders' educational needs and the ability to meet those needs with a collaborative approach that fulfills the mission of the museum.
9. An understanding and knowledge of various theories of learning and motivation, and experienced in developing, implementing, and delivering training and instructional material to a large and broadly diverse audience.
10. The skill and ability to take initiative and work independently with general instruction and minimal supervision while maintaining a team oriented approach and attitude;
11. Effective project management skills, attention to detail, and ability to drive projects toward successful completion.
12. The skills to effectively work within a team environment from an interpersonal, relational, and skills basis;
13. The skills and ability to effectively lead, inspire, and supervise educational staff and volunteers;
14. Professional communication skills including interpersonal, verbal, non-verbal, formal presentation, and written communications.
15. The interpersonal skills, sensitivity, and ability to professionally interact with a diverse range of people of all ages, socio-economic groups, and personality types;
16. An ability to deal with information in a confidential manner and respond with sensitivity to the needs and opinions of others;
17. Excellent organizational and administrative skills and the ability to manage a wide range of tasks with competing timelines and interests while meeting deadlines;
18. An ability to thrive in a fast-paced, dynamic environment, with high expectations for professional outcomes;
19. A track record of providing high levels of customer service;
20. Intermediate to advance skills in the use of MS Word, Excel, PowerPoint, Outlook, Web browsers, and data management.
21. The able to critically analyze and resolve quantitative, logistical and spatial problems;
22. The ability to understand and effectively communicate in the English language, verbal and in written and form;
23. The ability to lift and carry 35 lbs. frequently and 50 periodically;
24. The ability to frequently bend, kneel, twist, manipulate small objects with fingers, hold, grasp, stand for long periods of time, read and interpret historical and educational materials, communicate clearly in written and verbal format, and speak clearly and professionally to large audiences.

WORKING CONDITIONS:

1. Regular exposure to an office environment with occasional exposure to a shop, commercial retail, commercial food, and outside work environments;
2. Regular contact with the public;
3. Outside work is conducted in varying weather conditions;
4. Regular exposure to office equipment including: Computer work station, copy machine, postage machine, comb binder, paper cutter, printer, and telephones.
5. Occasional contact with oil and petroleum products ;
6. Occasional exposure to solvents, cleaners, and various other chemicals;
7. Occasional exposure to dust, gases and fumes.

APPLICATION PROCESS:

To apply for this position, include all of the following:

1. Cover letter (include specific reference job # W5001)
2. Resume (include salary history)
3. Professional references (minimum of three)

Email all application materials to hr@lemaymuseum.org or mail to: P.O. Box 1117, Tacoma, WA 98401 or fax to 253-779-8499.