



## Director of Education

**Reports To:** COO

**Status:** Full Time

**Classification:** Exempt

**Approved/Revised Date:** April 2023

### **Summary:**

The Director of Education is responsible for the continued growth, enhancement, and implementation of all Waterfront Botanical Gardens' educational offerings, including adult and youth education, exhibitions, events, group visits and tours, interpretation, and educational outreach. They are responsible for providing mission-focused exhibitions and educational experiences to a diverse and growing community. This individual will be a professional colleague and advocate of Waterfront Botanical Gardens ("WBG") and its mission and vision.

### **Organizational Duties and Responsibilities:**

1. Commitment to WBG's mission and its core values.
2. Supports and facilitates positive interaction with others by exhibiting: individual maturity; respect for others; a team-centered approach; maintenance of confidential information; and, an appreciation of a multicultural workplace.
3. Exhibits effective writing, organizational, time management, and interpersonal and oral communication skills.
4. Effectively prioritizes and coordinates job tasks for maximum productivity.
5. Participates in appropriate professional development education and training to attain and maintain competency.
6. Effectively manages the education staff and the programs of WBG.

### **Essential Duties and Responsibilities:**

1. Works with the Education team to create cutting-edge, mission-related programming. Oversees the Education department including adult education and youth education programs; outreach education; group visits and tours; interpretation; archives; public educational events; and exhibitions.
2. Works collaboratively with the Horticulture staff to develop educational goals, programs, and interpretation that speak to the plants growing within WBG's garden space.
3. Supervises, trains, and provides professional development for the Education team.
4. Designs and executes the development of a master education and interpretive plan and work toward strategic growth in the department to engage diverse audiences.
5. Creates new strategies for implementing a formalized learning experience for schools through NGSS (Next Generation Science Standards) aligned tours and hands-on programs in the Garden.
6. Oversees and trains a core group of volunteers that specifically work in education in the areas of interpretation, classroom etiquette, supply upkeep, etc.
7. Evaluates all programs, events, and exhibitions for efficacy, ROI, mission support, and community impact.

8. Determines annual budget needs, authorizes budget expenditures, and works with staff to manage the operating budget for the Education department.
9. Provides general support to the Education team as necessary including leading classes, tours and workshops, covering events, and assisting with exhibit fabrication as needed.
10. Serves on WBG's leadership team, participates in long range planning and the design and implementation of programs and projects.
11. Other duties as assigned.

**Specific Skills:**

Must be self-motivated and detail-oriented. Requires excellent computer, organization, project management and planning skills. Must have both the ability to manage projects on his/her own, as well as the interpersonal skills required to be an effective member of a team. Must have the ability to present a positive image of the organization to the community. Must have an efficient and productive work style to allow maximum and efficient use of limited resources. Requires the ability to work well with other staff, board, committee members, vendors, and volunteers. Works with computers and required to be proficient with Microsoft Office & MAC programs. Must have a proven understanding of exhibition, event design and planning process and working knowledge of museum standards and procedures.

**Supervisory Responsibilities:**

Responsible for the management of all Education staff including full time, part time, volunteer and intern staff.

**Qualifications:**

To perform this job successfully, the 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:**

Minimum of a Bachelor's degree in education, museum studies, museum education, public horticulture administration, or related field or equivalent experience. Master's degree preferred. Experience creating and delivering successful, engaging, and mission-related programs in a non-traditional educational environment, such as a museum, nature center, or botanic garden. Proven track record of development, funding, marketing and managing well-attended, financially successful programs and events. Demonstrated ability to create original content and programming including classes, events, interpretive content, etc. Minimum of five (5) years in a senior-level management role. Experience contributing to a senior management team in a collaborative work environment. Knowledge of current museum and/or public garden practices and trends.

**Language Skills:**

Ability to read, write, and converse in English. Ability to speak knowledgeably with other bookkeepers, auditors, instructors and vendors. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to instructors, students, vendors, staff and others.

**Certificates, Licenses, Registrations:**

Must have current driver's license and insurable driving record.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, use hands to finger, handle, or feel, and reach with hands and arms, climb or balance, and talk or hear. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**Work Environment:**

Must be willing to work evenings, holidays, or on weekends as requested for special events. Must be able to work the required hours to accomplish tasks and meet deadlines. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Salary range is \$75,000 - \$90,000. Salary will be based on relevant experience.

Benefits Offered: Health insurance; simple IRA; paid time off for vacation, sick days and holidays; long and short-term disability; and, flex spending account.

*To apply, please review the job description below and send an email to [humanresources@waterfrontgardens.org](mailto:humanresources@waterfrontgardens.org) with cover letter, resume, and references.*

*Deadline to apply is May 1st.*