



Job title	<i>Director of Education</i>
Reports to	<i>Executive Director/CEO</i>
Department	<i>Education</i>
Grade	<i>5-E</i>

Job summary

Discovery Lab, a hands-on science center and children's museum, is looking for a mission oriented, creative, strategic leader to direct its education department. The Director of Education is a senior leadership position that reports to the Executive Director/CEO.

The Director of Education plays a critical role, partnering with the museum's senior leadership team, in strategic decision making and operations as Discovery Lab continues to enhance its quality programming and build capacity. This is a tremendous opportunity for an education leader to maximize and strengthen the educational capacity of a well-respected, high-impact organization.

The Director of Education advances the educational vision for Discovery Lab's family and school programs, implementing effective strategies to meet diverse audience and stakeholder needs that measurably increase school participation and family-learning engagement. The Director of Education provides oversight of the development, creation, implementation, and evaluation of the museum's dynamic, high quality programs of fun and engaging science, technology, engineering, art, and math (STEAM) and Health and Wellness based learning experiences. This position works collaboratively across the museum to execute the strategic plan of the museum.

Duties and responsibilities

Primary functions:

The Director of Education is responsible for all educational programming as follows:

- Manage the design and implementation of on-site learning labs, museum classes, assemblies, demonstrations, workshops, camps, and outreach programming at venues including schools, libraries, festivals, and other public events
- Develop high quality programs that encourage student, teacher, and family engagement and process skill development in STEAM subjects, aligning activities and content to the Oklahoma Academic Standards and best practices in informal STEAM-based learning
- Create and manage an annual program plan and budget to provide world-class visitor experiences and reach target audiences
- Work with the development team to identify and secure funding support for programs, materials, and equipment
- Develop, implement, and maintain metrics and evaluations for program offerings. Work Visitor Engagement and Marketing teams to implement surveys to inform program development and provide program evaluation data and results for grant reporting
- Recruit, train, and manage a team of dynamic education staff, as well as provide training for interns and volunteers to implement on-floor programming
- Build relationships and partnerships with strategic, like-minded partners and collaborators in the community to expand programming and reach of Discovery Lab. Develop professional

networks with organizations that include museums, non-profit, for-profit and educational institutions and associations

Secondary functions:

- Maintains a safe and secure environment for guests and staff
- Maintains integrity and appearance of Discovery Lab's education spaces, materials, and props
- Keeps current in best practices related to informal science education
- Assumes tasks and responsibilities as assigned by the Executive Director/CEO
- Contributes to a positive, respectful, and creative culture

Qualification requirements

Knowledge and skills:

- Commitment to Discovery Lab's mission to inspire children, connect families, and build community through exploration, exhibits, programs, and play.
- Education management—proven track record in program development, strategic planning, and coalition building. Knowledge of elementary, pre-and middle school education, curriculum, and teacher needs. Experience in research and writing educational programs. Exceptional communication and presentation skills including public-speaking to all levels of audiences; Experience researching, reviewing, and/or writing grants as well as collecting and analyzing program and participant data
- Operational skills—proven track record in developing and managing educational systems in a high growth organization; strong project management skills.
- Attention to detail—tireless attention to detail and ability to complete work with the highest level of accuracy and efficiency.
- Action oriented—ability to work in an entrepreneurial, fast-paced environment. Strong work ethic, flexible, and able to multi-task. Ability to synthesize data, make decisions, and communicate priorities to staff. Demonstrated resourcefulness in setting priorities, executing multiple tasks, and achieving objectives.
- Results oriented—unwavering focus on delivering high quality, data driven results. Committed to innovation, excellence, and entrepreneurship.
- Strategic vision—ability to think strategically and connect strong execution to broader strategic priorities and objectives.
- Leadership—exceptional capacity for managing and leading people from diverse backgrounds. Committed to investing in and developing staff and positioning them to succeed. Self-directed, positive, energetic, flexible, compassionate, collaborative, and team oriented individual.
- Personal qualities—integrity, compassion, sense of humor, mission-oriented, and commitment to excellence.

Education and work experience:

- Bachelor's degree in education, science, math, computer science or equivalent combination of education and experience
- Minimum 5 years of experience leading education in a high growth organization

Preferences:

- Advanced degree in STEM related field or education
- Nonprofit experience
- Museum experience
- Bilingual—Spanish/English
- Experience working with volunteers

Working conditions

This job is a regular, full-time, exempt, salaried position. The typical work schedule for this job is Monday-Friday between 9 am – 5:30 pm. Occasional after hours may be required. Moderate to loud noise environment. Private office environment.

Physical requirements

85% Sitting, 10% Standing, 5% Lifting/Carrying/Pushing/Pulling no more than 10-50 lbs.

Additional requirements

- Pre-employment and/or pre-duty checks, such as criminal background check, alcohol and drug test, and reference checks

Direct reports

Education Manager and all Education front-line staff and volunteers.

Approved by:	
Date approved:	
Revised:	

This position description is representative of the major position requirements and is not intended to be all inclusive.

Discovery Lab is an equal opportunity employer and does not discriminate on the basis of race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status, sexual orientation, military status, or any other basis made unlawful by applicable federal, state, or local laws or regulations.