



Education Manager

Job Description

Job Functions:	Project Manager
Location:	History Museum on the Square
Reports to:	Executive Director
Employment Status:	Permanent, Full-time, Exempt Salary
Salary:	\$39,520/Annual
Regular Hours:	40 hours/week – Monday through Friday Must have some weekend availability

Primary Responsibilities:

The Education Manager is responsible for leading, growing, and advancing the History Museum on the Square's education department and community learning initiatives. This position oversees the development, implementation, evaluation, and expansion of educational programs serving students, families, adults, and community groups throughout Greene County and southwest Missouri. The Education Manager manages daily education operations, builds and maintains relationships with schools and community partners, develops new educational opportunities, identifies opportunities for program growth and revenue generation, and supervises education staff, interns, and volunteers.

The ideal candidate is a creative, organized, and collaborative leader who can develop engaging educational experiences while strategically expanding the museum's reach and impact through partnerships, outreach, and innovative programming.

Specific Duties:

Education Program Development & Delivery

- Develop, coordinate, implement, and evaluate educational programs for all ages.
- Develop and track annual education goals, program outcomes, participation metrics, and growth strategies in alignment with the museum's strategic priorities.
- Manage the museum's educational rental program, including traveling trunks, education displays, and lesson plans.
- Schedule and lead field trips, tours, and educational experiences.
- Expand outreach opportunities with schools, homeschool communities, and non-traditional educational groups.
- Strengthen relationships with area school systems, educators, and community partners.

Department Management

- Manage current education operations and identify opportunities for program expansion.
- Recruit, train, schedule, and support educators and tour guides.
- Supervise, train, and delegate responsibilities to interns and student workers while ensuring meaningful educational experiences.
- Manage education program supplies, materials, and resources.

Museum Collaboration & Development

- Collaborate with museum staff on exhibitions, programs, marketing initiatives, and events.
- Assist with grant writing and identifying funding opportunities.
- Assist with planning and implementation of museum events and programs.
- Provide monthly reports to the Executive Director on education activities, outcomes, and program development.

Museum Operations

- Represent the museum at community and professional meetings as needed.
- Serve as a liaison with museum education professionals and regional partners.
- Assist with visitor services, including front desk coverage, gallery monitoring, phone inquiries, and tours.
- Attend board and committee meetings as needed.
- Fulfill other assigned duties.

Requirements:

- Bachelor's degree in Education, Museum Studies, or related field.
- Experience in planning and overseeing youth programs in formal and informal education.
- Excellent interpersonal and communication skills with a collaborative and professional approach.
- Supervisory and/or leadership experience.
- Familiarity with technology and interactive displays, or a willingness to learn.
- Physical ability to handle objects and perform necessary tasks; move objects weighing up to 30 pounds, to climb stairs and ladders, to stoop, kneel, and crouch preferred.

Job Knowledge, Skills, and Abilities:

- Experience in creating and leading educational experiences.
- Creative and collaborative with analytical and problem-solving skills.
- Excellent written communication skills.
- Strong verbal communication in public speaking and with partners, funders, and affiliates.
- Ability to establish and maintain positive relationships with diverse groups.
- Organizational skills to handle multiple projects and unexpected situations.
- Ability to meet deadlines and budgets.
- Commitment to creating inclusive, accessible, and engaging educational experiences for diverse audiences.
- Strong computer skills, including Microsoft Office, Google Suite, social media platforms, and web-based research.

Benefits Include:

- Medical, Dental, Vision Insurance
- Ample PTO days available