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*\*Sparking wonder and curiosity about our world through hands-on science experiences\****

**Position Title: Museum Engagement Manager**

**Supervisor: Director of Museum Engagement**

The Museum Engagement Manager will be responsible for overseeing the recruitment, training, and management of the division’s part-time STEM Facilitators. This role involves assigning work shifts, tracking training progress, and working with the Director of Museum Engagement and Museum Engagement Coordinator to set realistic timelines for program trainings and evaluations. The Museum Engagement Manager is expected to act as leader and mentor by encouraging skill-building and supporting overall professional growth within the team. This role will also be instrumental in developing an ongoing evaluation process for programs and exhibits by completing regular staff observations and collecting feedback to continually improve the visitor experience.

**Accountabilities and Major Duties**

1. Work with the Director of Museum Engagement to set realistic programming goals for the division regarding special events, attendance drivers, upcoming exhibit needs, and themed days.
2. Work with the Museum Engagement Coordinator to effectively train and schedule STEM Facilitators and Museum Engagement docents/interns to maximize visitor engagement across the science center.
3. Recruit passionate and qualified STEM Facilitators as openings occur and manage onboarding and training processes of new team members, including the proactive completion of hiring checklists.
4. Enforce staff training standards through regular floor and programming observations and maintain clear and consistent communication with the team via Sling, email, and monthly team meetings.
5. Provide effective and inspiring staff management by giving timely and fair feedback through performance evaluations, monthly one-on-ones, and check-ins as needed. Maintain an environment which attracts, retains, and motivates staff to support McWane Science Center’s mission and vision.
6. Lead the part-time STEM Facilitator team in creating and delivering quality STEM experiences that build science capital, spark meaningful discussion, and enrich the visitor experience in the museum.
7. Contribute to the development of an ongoing evaluation process for program offerings and exhibit interpretation to maintain organizational and departmental standards of excellence.
8. Assist, when needed, in the creation and delivery of educational content in floor programs, exhibit interpretation shifts, community engagement events, special events, and other activities.
9. Comply with and enforce a Safety Procedures Program that ensures the safety of Education staff and visitors engaged in educational programs. Compliance with OSHA regulations and MSDS requirements is mandatory.

**Minimum Qualifications**

* Possess a bachelor’s degree in science, education, museum studies, or related field.
* Proven ability to motivate, lead, and manage a large and diverse staff. Supervisory experience required, including direct supervision of multiple staff.
* Experience in leading presentations of informal science concepts and an enthusiasm for learning.
* Knowledge of good customer service principles, and excellent oral and written communication skills.
* Excellent organizational skills and an ability to self-motivate and prioritize tasks and projects.
  + Competence in personal computing skills including the ability to effectively use Microsoft Office platforms.
* Must be able to work weekends, evenings, and holidays.
* Ability to handle small animals, including reptiles and marine animals, in program presentations required.
* Possess a valid driver’s license subject to acceptable annual motor vehicle reports.
* Minimum liability insurance as required by State law.

**Minimum Physical Qualifications**

* Sit/stand for extended periods of time without being able to leave the work area.
* Lift objects frequently in performing the work (10-20 lbs. frequently).
* Pull or push objects on a regular basis (50 lbs.).
* Grasp object utilizing the fingers.
* Reach for objects above the head or below the waist.
* Stoop or crouch by bending at the waist or by bending legs.
* Hearing and visual acuity.
* Exposure to chemicals, fumes and vapors that could potentially affect the health of the employee.
* Ability to operate a motor vehicle.

***Benefits include health, dental, vision and life insurance; 403(b) retirement savings plan including company match; paid time off; free membership and movie screenings; discounts in our gift shop, camp program, IMAX theater and food service; and on-site parking.***  
**We look forward to hearing from you!**