



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

Special Programs Manager

Come join our Education team! The full-time Special Programs Manager provides year-round leadership for McWane Science Center's camp, homeschool, and other revenue/grant-based programs. Working closely with the STEM Education Manager, this position oversees program planning and development, curriculum implementation, operations, staffing, and evaluation across these program areas. This position is responsible for developing and maintaining high-quality program experiences that inspire curiosity, support STEM identity, and reflect McWane's mission and SCIENCE framework.

Accountabilities and Major Duties

1. Provide year-round leadership for the planning, implementation, and continuous improvement of McWane's camp, homeschool and special programs.
2. Work closely with the STEM Education Manager to ensure programs are evaluated and appropriately staffed each year.
3. Oversee the daily (seasonal) operations of all camp and homeschool programs.
4. Hire, train, and supervise seasonal camp staff.
5. Collaborate with STEM Education staff to develop, refine, and implement camp and homeschool curriculum and activities.
6. Build strong relationships with campers, homeschool students, and caregivers through excellent customer service and communication.
7. Manage registration, enrollment, and operational planning in collaboration with IT, Guest Services, Marketing, and Education staff.
8. Develop and manage the annual camp budget in collaboration with the Vice President of Education.
9. Ensure all camp, homeschool, and special programs operate in compliance with McWane policies and applicable safety standards.
10. Collaborate with Education leadership and other departments to advance McWane's mission through innovative camp and homeschool experiences and continuous program improvement.

Minimum Qualifications

1. Possess a bachelor's degree. Science, Education, or related field preferred.
2. Minimum of 5 years' camp experience or equivalent experience required. Museum, science center, or other informal learning setting preferred.
3. Experience in providing training to staff and/or teaching professionals required.
4. Ability to motivate, lead and manage a large and diverse staff.
5. Ability to make decisions and problem-solve quickly.
6. Detail-oriented while able to work in a fast-paced environment.
7. Excellent written and verbal communication and interpersonal skills.
8. Excellent planning, organization, and time management skills.
9. Must possess a valid Driver License that is subject to acceptable annual motor vehicle reports.
10. Must provide verification of valid minimum personal vehicle liability insurance as required by State law.

Minimum Physical Qualifications

1. Sit/stand for extended periods of time without being able to leave the work area.
2. Lift objects frequently in performing the work (10-20 lbs. frequently).
3. Pull or push objects on a regular basis (50 lbs.).
4. Grasp object utilizing the fingers.
5. Reach for objects above the head or below the waist.
6. Stoop or crouch by bending at the waist or by bending legs.
7. Hearing and visual acuity.
8. Exposure to chemicals, fumes and vapors that could potentially affect the health of the employee.
9. 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 IMAX Theater screenings; discounts in our gift shop, camp program, IMAX theater and food service; and on-site parking.

McWane Science Center is closed on New Year's Day, Easter, Thanksgiving Day, Christmas Eve and Christmas Day.

We look forward to hearing from you! Please forward letter of interest, resume and rate of pay requirements to McWane Science Center Human Resources at HR@mcwane.org. EOE.