



**zeum**

## **POSITION DESCRIPTION**

**Position Title:** Education Manager  
**Reports To:** Director of Experience and Programs  
**Status:** Full-time, exempt, at-will, regular  
**Schedule:** Monday to Friday. Occasional weekend daytime and weekday evening hours required.  
**Start Date:** ASAP

### **Organizational Description:**

Zeum: San Francisco's Children's Museum is a hands-on, multimedia arts and technology experience for kids. We envision a world where the 3Cs of 21st-century literacy - Creativity, Collaboration and Communication - inspire new ideas and innovative solutions. We believe that the success of the next generation will hinge not only on what they know, but also on their ability to think and act creatively as global citizens. Our mission is to nurture these 3Cs in all youth and families.

### **Position Description:**

The Education Manager leads a team of Educators, Education Interns, and Volunteers to implement and evaluate all of Zeum's education and public programs. These programs include school field trips, camps, and community workshops. In addition, the Education Manager works closely with the Youth Program Manager, the Exhibits Manager, and the Visitor Services Manager to ensure that all of Zeum's education and programs support and/or enhance the general admission experience. The Education Manager ensures that Zeum's educational approach consistently fosters creativity, collaboration, and communication throughout its entire exhibit and program experiences.

### **Key Responsibilities:**

- In partnership with the Director of Experience & Programs, develop and implement strategic direction for Zeum's education programs to maximize their impact and effectiveness. This should include data gathering, analysis, and metrics for evaluation based on the 3 C's.
- Lead and manage a team of high caliber Educators, Education Interns, and Volunteers to design, market, deliver and evaluate Zeum's education programs.
- Oversee day-to-day management of Educators, providing regular, effective and timely communication of expectations, objectives, outcomes and feedback for program activities, coordination of schedules, training, meetings and professional development.
- Work closely with the Youth Program Manager to coordinate logistics relating to General Admission, Field Trips, Camps, etc. (i.e. inventory, floor management, tech resources, etc.).
- Work in partnership with the department management team to create an educational foundation for all exhibits including providing input for instructional signage and contextual signage to increase the awareness of the educational value of Zeum's experience.
- Provide departmental support for operational, management and administrative activities, including deliverables for annual Operations Plans, budgets, grant proposals and reports and marketing.

- Serve as a liaison with the San Francisco Unified School District (SFUSD) and educators at K-12 schools to develop network of educators and links between Zeum's educational activities and California State Educational Standards.
- Create and maintain relationships with outside organizations and persons that foster collaborations that strengthen Zeum's educational and public programs.
- Represent Zeum in the local and national museum education community through participation in conferences, professional associations, and boards.

**Qualifications:**

- The ideal candidate will have exemplary management and leadership abilities, with demonstrated success in achieving results through effectively leading a large team.
- Strong interpersonal, communication and teamwork skills and excellent writing and public speaking abilities.
- High standards of organization, attention to detail, reliability, and a professional, pleasant public contact demeanor. An ability to maintain order and calm in a fast-paced, highly dynamic environment is essential.
- Strong conceptual grasp of contemporary and leading-edge issues relating to new media, arts and formal and informal learning. The department is committed to educational practices that emphasize innovative learning, storytelling and multimedia.
- Minimum requirements include a bachelor's degree (master's preferred) in education, management, arts or electronic media.
- Minimum of three to five years' experience leading and managing a team of 5+ reports in a museum setting or similar informal educational institution.
- Proficiency with Microsoft Office (Excel, Word, FileMaker, etc.) and new technology (video production, digital audio, digital graphics) required, and familiarity with museum operations is desirable.
- Must be able to successfully interact in with persons from diverse backgrounds and/or different learning styles.

**Compensation:**

Zeum offers a competitive salary commensurate with experience and skills, plus a creative and collaborative work environment, and a generous benefits package including medical, dental, vision, long-term disability, AD&D and life insurance, as well as a voluntary 403(b) retirement savings plan and commuter checks.

**Application Process - PLEASE READ CLOSELY:**

Send cover letter and resume by email to [jobs\(at\)zeum\(dot\)org](mailto:jobs@zeum.org) with a subject line beginning with this exact phrase: "EDMGR-2010" followed by your FIRST and LAST NAME. Please tailor your cover letter to this job posting. Email submissions that do not follow these instructions may not be reviewed. NO PHONE CALLS PLEASE.

*ZEUM is an equal opportunity employer committed to diversity at all levels.*