

# Education Manager

## American Precision Museum, Windsor, Vermont

### About the American Precision Museum

The American Precision Museum (APM) inspires new generations of innovators by connecting immersive programming with the rich history of manufacturing in America. The museum combines the atmosphere of an original 19th century factory building with a world-class collection of historic machines side-by-side with working 21<sup>st</sup> Century machine technologies found in today's advanced manufacturing environments. Housed in a National Historic Landmark building in Windsor, Vermont, APM's 4,000-square-foot exhibit space, education programs, events, and online resources explore industrial history and the evolution of manufacturing technology in the context of innovation, creative problem solving, and the impact of precision manufacturing on American history and culture.

### Position Overview:

APM is seeking a skilled, experienced, and passionate STEM educator to lead the museum's efforts in implementing and broadening its portfolio of programs while maintaining an active teaching role. This position will manage and supervise staff and contract educators while overseeing all program development and delivery. The Education Manager will also have the specific charge to implement new programs serving youth in out-of-school times, develop and coordinate programs for adult learners and educators, and collaborate with others to create museum-wide special events and festivals. In addition, this position will be responsible for managing large educational projects, including the museum's current STEM+M (STEM+Manufacturing) Pathways Project, and collaborating with the Director of Development and Communication on proposal development and program marketing needs.

The successful candidate filling this position will possess expertise in STEM and maker education with a passion for the mission of the American Precision Museum. They thrive in collaborative, team-oriented, mission-driven environments while bringing their creative energy to help grow an organization to best meet the needs of the communities it serves. They will enjoy the challenge of managing multiple projects simultaneously while working with others in a small team environment. They will appreciate the historic story told by the museum through its exhibits and collection, and strive to create programs and learning experiences that connect the past with the present in meaningful and relevant ways that engage all learners. They enjoy working with audiences of different ages and backgrounds and leading open-ended learning experiences. The successful candidate will be an expert facilitator and communicator who cares deeply about creating inclusive and welcome experiences for all.

### Key Roles and Responsibilities

#### APM Education leadership and team management

- Create programming that broadens the museum's audiences by supporting new and emerging audiences and other programmatic initiatives in alignment with the Museum's strategic plan.
- Collaborate with museum communications team for program marketing and promotion, including use of social media and other communication channels as needed.
- Develop and monitor budgets for programs and sponsored projects.

- Represent the museum to both internal and external stakeholders in a positive and professional manner, including participation in board meetings, donor cultivation and stewardship events, and industry outreach events.
- Cultivate relationships and partnerships with community leaders and organizations that serve youth, adult learners, and families to ensure program relevance and impact.
- Provide supervision and coaching of staff and contract educators, and support staff professional development and growth.
- Oversee implementation of education programs outlined in museum's five-year strategic plan and three-year education plan.

#### **Position the museum within the regional STEM ecosystem**

- Support the museum's current and future STEM education offerings serving the region's schools, students, and teachers. This includes co-leading and facilitating APM's school field trip and student workshop programs, STEM outreach programs in schools, and teacher professional development programs.
- Create and manage a teacher advisory group composed to regional teachers, STEM educators, and educational leaders.

#### **STEM+M Pathways project leadership**

- Manage and oversee all aspects of APM's STEM+M Pathways project, including coordinating collaboration meetings with national partners, ensuring timely completion of project deliverables, and tracking project budget.
- Manage project evaluation and reporting needs.
- Participate as APM lead in collaboration management meetings, and project dissemination activities at regional and national meetings and conferences.

#### **Project management**

- Track and maintain data related to assigned project areas, including budget, participant information and contacts, program evaluation data, etc.
- Monitor all grant-funded education programs to ensure compliance with standards, reporting meetings, and tracking deliverables as outlined in proposals and contracts.

#### **Expanding program portfolio**

- Lead development and growth of new program areas, specifically for youth in out-of-school time settings—including after school programming, vacation week programming, and summer STEM programming.
- With museum team, lead implementation of active adult programs and engagement opportunities.
- Collaborate with other members of the museum's education team to conceptualize, develop, and facilitate learning experiences for museum visitors and program participants.
- Coordinate and implement an annual calendar of special event programs and festivals at the museum.

#### **Development and organization-wide responsibilities**

- Collaborate with Director of Development and Communications (DDC) on sponsored project proposals and grant applications supporting education programs.
- Support DDC with corporate relationships and business development needs as requested.
- Perform actions and support broader museum team and needs as requested.

## Essential Experience and Skills:

- At least 5 years of experience in STEM education or related professional work.
- Have experience designing and leading learning activities in both the formal (K-12) and informal (museums, libraries, afterschool programs, summer camps, etc.) education environments.
- Have demonstrated experience in maker spaces and maker education, and knowledge of advanced maker tools such as 3D printers, laser cutters, etc.
- Have experience teaching and facilitating learning experiences for a variety of ages.
- Strong project management and time management skills with attention to detail, and the ability to manage multiple projects simultaneously.
- Ability to set priorities, problem solve, and make independent decisions.
- Must show a considerable degree of creativity and initiative, and have excellent organizational skills and demonstrated project management experience.
- Demonstrated commitment to pursuing equitable access to STEM engagement for all.
- Possess a contagious passion for life-long learning and sharing that with others.
- Excellent written, oral, research, and computing skills are essential.
- High emotional intelligence; outstanding interpersonal skills and communication skills; adaptable and collaborative approach.

## Preferred Experience and Qualifications

- Professional experience in museums or other cultural institutions will be highly valued.
- Experience supporting teachers in professional development contexts in STEM education.
- Active in the regional or national STEM education and/or workforce development ecosystems.
- Proposal development and writing experience.
- Experience supervising and leading a team.
- Knowledge of CNC machining, robotics, or other areas of advanced manufacturing.
- Experience in career awareness and workforce development programs.
- Familiarity of education landscape in VT, NH, and/or Upper Valley.
- Skills to support marketing and communication needs (such as experience in social media, photography and other media, writing program descriptions and content).

## Position Specifics, Expectations, and Working Environment

- Employment category: Full-time, exempt.
- Supervisor: Reports to Executive Director
- Supervises: Education Specialist and education contractors as needed.
- Typical hours: Monday-Friday, 9am to 5pm, depending on program schedule.
- Occasional weekends and evening work required for programs and events.
- Hybrid Schedule: Must be on-site at least 4 days/week, may work up to 1 day/week remotely when program schedule allows.
- Travel: Position may involve frequent local travel and occasional overnight travel.

We expect all members of the APM team to support and respectfully interact with others; promote a positive, healthy, and productive work environment; and continue to expand their understanding of Diversity, Equity, Accessibility, and Inclusion best practices.

## **Compensation and Benefits**

This is a full-time, exempt position, with a salary range of \$60,000–\$70,000 based on experience. We offer a comprehensive benefits package.

## **To Apply**

Applications should be directed to the attention of Lisa Martin, Hiring Manager. Email a resume and letter of interest to [apmtalent88@gmail.com](mailto:apmtalent88@gmail.com). Applications will be reviewed on a rolling basis until the position is filled. We seek to have the position filled by mid-summer, 2024.

APM is committed to building a community that is inclusive and represents a vibrant diversity of background, experience, perspective and thought. Candidates across all markers of identity (age, race, gender, ability, communication styles, etc.) are encouraged to apply. If you see yourself and your skillset in the majority of the above, please apply— you just might be a great candidate for this role even if your experience doesn't perfectly match the job description.