

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 21st 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.

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.

Key Roles and Responsibilities

- 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.
- 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
- 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.
- Developing, growing, and leading new program areas, specifically for youth in out-of-school time settings—including after school programming, vacation week programming, and summer STEM programming.

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 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.
- Demonstrated commitment to pursuing equitable access to STEM engagement for all.
- 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.
- Experience supervising and leading a team.
- 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.

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. We will review applications on a rolling basis until the position is filled. We seek to have the position filled by September 2024.