POSITION: Education Manager

Final weekly schedule and applicable benefits will be discussed and determined at time of offer

RECRUITMENT ID: 623

LOCATION: Gateway Science Museum

COMPENSATION: $19.00-$24.00 Pay commensurate with experience

ESSENTIAL JOB FUNCTIONS: This senior-level position is responsible for Gateway Science Museum’s educational program in support of the mission to inspire the exploration of science and natural history in our region and beyond. The incumbent will report to the Executive Director. Gateway Science Museum is a community and campus collaboration in the College of Natural Sciences at California State University, Chico.

Informal Science Education Planning & Administration (33%)
- Responsible for overseeing program planning for various audiences throughout the year, including: K-12, college students, and the general public. Programming includes school tours, drop-in investigations, exhibit-related programs, workshops, life-long learning opportunities, citizen science, and campus projects and initiatives
- Supervises part-time staff who coordinate and deliver educational activities
- Collaborates with staff in programming and maintaining key learning environments within the museum including galleries, the Discovery Room, Investigation Station, Community Engagement Classroom, and the Gateway Gardens
- Collaborates with Community Engagement Coordinator on outreach events and to schedule the museum’s yearly calendar
- Collaborates with Curator on educational and accessibility activities related to temporary exhibitions
- Supported by an Education Committee comprised of campus and community advisors
- Maintains departmental and programmatic budgets
- Assists executive director in seeking funding opportunities and preparing outcomes-based reporting

Campus Liaison (33%)
- Cultivates and maintains relationships with CSU Chico departments, faculty, and student groups, through intra- and extra-curricular activities and learning opportunities
- Supports programming on campus through the Mobile Science Cart and in campus facilities such as the new Natural Sciences Building, Holt Hall, and others
- Represents the museum in various campus related coalitions and outreach initiatives

Gallery Guide Supervision (33%)
- Recruits, trains, retains, and mentors education staff and Curiosity Guides
- Develops ongoing training and engagement activities to increase Guides’ content knowledge and their ability to provide high quality visitor experience

EMPLOYMENT STANDARDS:

Required Qualifications
- Bachelor’s degree in a Scientific Discipline including, but not limited to Biology, Physics, Geology, Environmental Science, Science Education, etc.
- 3-5+ years’ experience in an educational setting including a museum, educational non-profit, or school

DISCLOSURE OF CAMPUS CRIME STATISTICS
An annual security report disclosing crime statistics for California State University, Chico can be obtained by contacting the Chico State University Police Department (530) 898-5372 or by accessing the following Website: http://www.csuchico.edu/up.
• Demonstrated knowledge of informal educational techniques, particularly as related to STEM, science, environmental education
• Ability to work respectfully within an inclusive environment and demonstrate sensitivity to diverse populations
• Experienced manager and mentor of junior staff, including college students and interns
• Knowledge of learning characteristics and engagement strategies of museum audiences
• Knowledge and skills in training development and learning strategies
• Strong verbal, interpersonal, presentation, and written communication skills
• Creative and efficient project management skills
• Strong organizational skills
• Creativity, flexibility, and a good sense of humor
• Ability to work weekends and evenings on occasion
• Candidate will be required to pass a Department of Justice (DOJ)/Federal Bureau of Investigation (FBI) fingerprint clearance (referred to as Live Scan) prior to beginning employment
• Must possess a valid California Driver’s License and good driving record; participation in the DMV Employer Pull Notice Program (driving record) will be required upon hire

Desired Qualifications
• Master’s degree in a science or museum studies
• Coursework in museum studies
• Spanish proficiency

APPLICATION REQUIREMENTS: Application and announcement can be located on our website. In order to be considered, applicants must submit the following:
• CSU, Chico Research Foundation application
• Cover letter
• Current resume
• Three professional references

APPLICATION DEADLINE: Open until filled. Application review begins November 13, 2018. Applications received after November 12, 2018 may not be considered. Applications can be submitted:

BY MAIL: CSU, Chico Research Foundation
25 Main Street, Suite 206
Chico, CA 95928

IN PERSON: CSU, Chico Research Foundation
25 Main Street, 2nd Floor suite 206
Chico, CA

BY EMAIL: rfhrjobs@csuchico.edu

BY FAX: (530) 898-3391

For questions, please contact the Research Foundation Human Resources office:

BY PHONE: (530) 898-6811 or VISIT OUR WEBSITE: http://www.csuchico.edu/rfdn/

The employer is the CSU, Chico Research Foundation, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will. This position is subject to a background investigation and fingerprinting.