Position Opening

POSITION: Education Manager
STATUS: Part-time / Non-benefitted / Hourly / Non-exempt
COMPENSATION: $22.00 - $29.00 per hour
DEPARTMENT: Gateway Science Museum (GSM)
LOCATION: Gateway Science Museum, Chico, CA
RECRUITMENT ID: 160

RESIDENCY: Candidate must be a California resident. Chico State Enterprises is not a sponsoring agency for staff and management positions (i.e. H-1B Visas).

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. 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 (75%)
- Responsible for overseeing program planning and outreach 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, community 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, Discovery Room, Weibel Community Room and Gateway Gardens.
- Recruits, trains, mentors and supervises Field Trip Guides.
- Develops ongoing training and engagement activities to increase Curiosity Guide content knowledge and their ability to provide high quality visitor experience.
- Maintains departmental and programmatic budgets.
- Assists executive director in seeking funding opportunities and preparing outcomes-based reporting.

Community Engagement (25%)
- Implements Community Value Project findings and strategies to increase diversity of engagement and audiences.
- Collaborates with staff and community/campus partners on outreach events throughout the year, including volunteer recruitment and training.
- Schedules the museum’s yearly outreach calendar.
- Collaborates with Curator on educational and accessibility activities and outreach related to temporary exhibitions.
EMPLOYMENT STANDARDS:

Required Qualifications

• Bachelor’s degree in a Scientific Discipline including, but not limited to Biology, Physics, Geology, Environmental Science, etc.
• 3-5+ years’ experience in an educational setting including a museum/zoo/botanical garden, educational non-profit or school.
• 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.
• 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 a must.

Desired Qualifications

• Master’s degree in a science, science education, or museum studies
• Coursework in museum studies
• Proficiency in language (other than English) that reflects the local community

COMPLIANCE REQUIREMENTS:

• Satisfactory completion of a background check (including a criminal records check) is required for employment. Chico State Enterprises will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current Chico State Enterprises employee who was conditionally offered the position.

HOW TO APPLY:
To be considered, submit the following documents by June 12th, 2024. Documents submitted after this date may not be considered.
• Resume
• Cover Letter

BY DROP BOX: https://csuchico.app.box.com/f/5b274014ef654d0a8328bf369e0ed668
Paper applications will not be accepted; however, Chico State Enterprises is an Equal Opportunity Employer and is happy to provide reasonable accommodations to applicants at any step of the application process. If you need assistance in this regard, or are having technical difficulties, please contact the Human Resources office at 530-898-6811 or csejobs@csuchico.edu prior to 5:00 pm on the document deadline date. The employer is Chico State Enterprises, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER:
Chico State Enterprises is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status. It is the Enterprises’ policy to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees must provide proof of identity and authorization to work.