

Education & Community Outreach Manager



INCUMBENT: Vacant
REPORTS TO: Director of Collections and Education
LOCATION: Bowling Green, KY
STATUS: Full-time, Exempt
DATE: Open Until Filled

DESCRIPTION

The Education & Community Outreach Manager will lead the education, public programming, and outreach initiatives for the National Corvette Museum (NCM). This position is responsible for all aspects of education including archival and museum collections as it pertains to education, programming curriculum, and community outreach. This position advises on the intentional growth of a unique collection of educational artifacts and archives pertaining to Corvette history. In addition, this position is responsible for the oversight of the successful development and execution of NCM's education programs, including field trips and curriculum development, and maintains program stakeholder relationships in support of the company mission. The Education & Community Outreach Manager will be key in the development and management of a team of educators, volunteers, and interns to form, evolve, and execute the NCM's mission as it pertains to education.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Education

- Elevate the NCM to meet or exceed AAM accreditation standards as it pertains to the education department.
- Work directly with NCM leadership, curators, and other archivists to develop an educational collection of "safely shared" artifacts that are separate from the permanent collection.
- Maintain knowledge of, and compliance with, ethical and legal standards related to museum education collections.
- Manage the NCM's education collection database, (PastPerfect).
- Aid in exhibit planning, installation, and de-installation within NCM education gallery.

Education Programming

- Provide direction to the development of NCM's education programs that allows for growth while adhering to NCM's mission and values.
- Develop and/or oversee the development of a curriculum that encompasses all audiences.
- Devise, teach, and oversee the implementation of education programs through a deep understanding of learning pedagogy and styles with a fresh attitude and approach.
- Represent the needs of the education community to NCM in its ongoing program development efforts. Be a representative of NCM's commitment to education within the community.
- Establish and grow formal relationships with faculty and administrators of primary, secondary, and higher education institutions in the region.
- Oversee all education programming to ensure students, teachers, parents, and museum educators are engaged at the highest level.
- Lend perspective on interpretive/education efforts with docents and educators, including developing scripts for new groups and new exhibitions.

- Assist with recruitment efforts for volunteers, interns, and other educators.
- Oversee coordination of all classes, lectures, and events (i.e., artist talks, gallery tours).
- Provide frequent and professional project, strategy, and/or advocacy updates.

Community Outreach

- Work with the community and other civic leaders to create effective partnerships to broaden the scope and reach of the museum's initiatives.
- Be proactive in understanding all current and forecasted opportunities for NCM and work to capitalize on opportunities to provide appropriate services to partners, school districts, foundations, et al.
- Partner with NCM marketing and public relations team, as well as the collections department, to develop a robust local and nationwide community engagement strategy with a particular focus on building strong relationships and partnerships with targeted educational entities and foundations that add value to NCM's business and provide opportunities for growth and expansion.
- Assist the NCM events and collections teams with adult and children's programming initiatives that are offered to the public either regularly or during our special signature events such as Bash and Anniversary.

Other

- Manage education departmental budget and perform supervisory duties to respective departmental staff, volunteers, and interns.
- Work with the leadership team to develop educational internship opportunities.
- Assure the safety of visitors, staff, works of art, and museum facilities by following and enforcing all related policies and procedures, in the planning and execution of programs.
- Responsibilities are not all-inclusive, additional duties may be assigned.

EDUCATION/EXPERIENCE

- Bachelor's degree in museum studies, history, public history, education, or related area of study.
- Minimum of seven years of related work experience.

QUALIFICATIONS

- Strong knowledge of, and commitment to, non-profit museum best practices.
- Commitment to continued learning in collections management and registration fields.
- Knowledge of or willingness to become familiar with, collection database systems, preferably PastPerfect.
- Strong organizational and project management skills.
- Strong work ethic, achievement-oriented, ethical, and motivated beyond personal interests.
- Open leadership style. Actively seeks out and supports collaborative thinking and problem-solving with others in the organization.
- Strategic vision and thinking. Ability to position the organization for the future looking beyond the present situation to conceptualize key trends and identify changing demands.
- Unquestioned personal and professional integrity with assertiveness, presence, and confidence.
- Ability to develop professional and trusted relationships.
- High level of commitment to team and company values.
- Possess effective written and oral communication skills.

- Demonstrated ability to manage collection moves both for education and exhibition.
- Demonstrated ability to work with curators and donors to ensure donations are handled smoothly and efficiently.
- Willing to travel as needed.
- Valid state driver's license required.

ESSENTIAL PHYSICAL REQUIREMENTS

- Ability to walk, sit, and/or stand for extended periods.
- Ability to lift and carry up to 30 lbs.
- Ability to operate a computer and other equipment in the office.
- Must have sufficient mobility to move around the Museum and the community.