



Position Description: Education Program Associate
Reports to: Director of Education Programs and Partnerships
Position Type: Full-time /non-exempt/Temporary Grant

In July 2017, EdVenture opened its FLIGHT gallery, with support of a multi-year grant from NASA. To assist in the successful implementation of the programming components of the final year of the grant, EdVenture intends to hire an Education Program Associate to join its creative and dynamic team. This team member will be responsible for scheduling and promoting school and group programs, both at the museum and at off-site locations. The emphasis of the work will be to promote the museum's many STEM-related programs.

Work Schedule and Conditions

Regular schedule of 40 hours per week, flexible, with Tuesday–Saturday, as well as Monday–Friday schedules; in office and at school and community sites. Position requires lifting and carrying program kits and other heavy materials to support school and group programs, as well as outreach.

Responsibilities include: Ensuring FLIGHT has a strong presence in all our programming by

- Scheduling all programs and school visits (including overnights), working closely with schools' points of contact throughout the booking process, from initial call to thank you notes /follow up.
- Working with education team to schedule staff to provide programming in and out of the building.
- Submitting set up forms to ensure classrooms are arranged and ready for program delivery.
- Providing support to staff to ensure all materials are replenished and kits are maintained, working closely with finance to order materials.
- Procuring and organizing program resources and materials to accommodate all program needs.
- Coordinating education promotional events as they arise including but not limited to scheduling, logistics, purchasing, other deliverables, and providing support for educational programming and promotions, including attending festivals, conference exhibits, etc.
- Assisting education and marketing team members in promoting the FLIGHT exhibit, including updating signage, taking photos for the Website and social media, and assisting in development of marketing materials.
- Coordinating the revision of the school and group program information with the education team and marketing team.
- Maintaining comprehensive records of all bookings and providing monthly reports of program delivery and efforts to increase revenue related to educational programming.
- Assisting in the reporting requirements of the NASA grant
- Participating in special activities and performing related duties as assigned.

Knowledge, Skills and Abilities Required

Minimum Qualifications: Qualifications include BA/BS degree in elementary and/or middle school education preferred. Minimum of two years experience in education, child development or other related areas preferred. Applicant should have an understanding of hands-on and informal learning with a commitment to providing high quality guest services, including successful organizational and communication skills, follow up and initiative, pleasant personality, good interpersonal skills, professional and groomed appearance, commitment to diversity, ability to work as a team player, ability to meet deadlines, discretion and good judgment in daily activities. Excellent oral and written communication skills, strong interpersonal skills and demonstrate good judgment are necessary. Must be a proficient writer with excellent proofreading skills. Proficient with computer software, especially MS Office.