

BUFFALO SOCIETY OF NATURAL SCIENCE POSITION DESCRIPTION
School Programs Manager

Inspiring Curiosity through Exploration

Department: Learning and Interpretation

Position Title: School Programs Manager

Primary Reporting Responsibility: Director of Museum Programs

Status: Full-time/Non-exempt

Overview: At the Buffalo Museum of Science, we take pride in providing an environment that inspires curiosity, self-directed learning and fun for our guests of all ages. All staff are recruited, trained, directed and developed with this in mind. We believe that science is fun and that everyone can be a scientist when they make observations and ask questions. Research show that when you mix GREAT SERVICE with GREAT PEOPLE, the result is LASTING MEMORIES for our guests.

Summary of Position: The School Programs Manager will oversee the multidimensional aspects of school programming, including but not limited to workshops, tours, and outreach programs. The School Programs Manager provides leadership, direction and management in accordance with the education philosophy adopted by the museum, which is rich in inquiry-based, user-directed discovery learning.

This position will develop, coordinate, and deliver science programs in accordance with the needs of our school communities and aligned with the Next Generation Science Standards. They will also be responsible for the administrative and fiscal management of these programs. The School Programs Manager will also be responsible for training program facilitation staff and volunteers, informing our team on best programmatic practices, including accurate and engaging content delivery.

Essential Functions:

- Assist in managing Learning and Interpretation staff, ensuring they have the necessary resources to achieve their goals and that their efforts are directed in support of the Society's mission and overall objectives.
- Articulate goals to staff and provide feedback on performance.
- Work to ensure staff are developing professionally and that they attain excellence in all aspects of their work.
- Ensure staff are informed of activities across the Society as appropriate
- Supervise the day-to-day operations of the school group experience to ensure the best possible learning opportunities for our school audiences, exceeding their expectations. These experiences include school field trips, demonstrations, tours, workshops, and all outreach programs.
- Provide administrative oversight for programs, accounting for fiscal management of school services to support the financial goals of the Society.
- Oversee evaluation of all school programs to ensure all programs are meaningful and support the learning standards and objectives set forth.
- Oversee the continuous enhancement of the school group experience within the Museum and develops strategies for implementing these enhancements so that students and teachers have a memorable and valued experience.

- Provide instruction, training, leadership and evaluation for staff and docents that facilitate school programs so that they are successful in serving our school audience. As needed, facilitate programs.
- Co-manage the Facilitators of Learning along with the other Program Managers to create a seamless learning and programming experience between school and public audiences.
- Foster relationships among school administrators and teachers to understand the needs of schools and how we can meet those needs.
- Lead the development of content for the annual Educators' Guide that is in line with the NGSS.
- Working with Society Marketing team, coordinate focused marketing and communication efforts to schools including the annual Educators' Guide and other marketing and communication tools.
- Seek out and manage collaborative school programming opportunities with other cultural and community partners so that we maximize our potential.
- Align with the Museum's informal STEM learning pedagogical approach which includes:
 - Self-directed learning: freedom to explore
 - Opportunities for hands-on learning
 - Time to deepen and broaden STEM knowledge
 - Opportunities to engage with real-world interests/problems
 - Reach the underserved and underrepresented
 - Exposure to STEM careers
- Meet or exceed established goals around program performance, quality, participation, impact, etc.

Qualifications

- Minimum of Master's degree in science or education.
- Minimum of 5 years successful teaching experience in a formal or informal setting.
- Experience in a supervisory role preferred
- Excellent communication skills, including speaking, writing and editing.
- Ability to effectively present STEM content in both one-on-one and group settings in an engaging, energetic and compelling manner.
- Interest in an inquiry-based, student-directed discovery learning approach.
- Ability and experience in managing budgets and timelines.
- Experience training, teaching, and evaluating the work of personnel.
- Experience in the management of informal learning staff and programs.
- Experience facilitating interactive programs / workshops for students and teachers.
- Possesses leadership qualities that encourage cooperation and teamwork.
- Must be a self-starter, dependable, have strong critical thinking skills and the ability to use good judgement as necessary.
- Must have a desire to work in a mission-first and guest/participant-centered culture; produce products and experiences of exceptionally high quality
- Flexible schedule to work evenings and weekends as necessary
- Valid NYS Driving License required

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents in this position. Candidates must enjoy working with people and have a desire to strive for excellence, supporting the institutional values of engagement, integrity, diversity and knowledge. This job description is not intended to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and work conditions of employees assigned to this job.

Management has sole discretion to add or modify the duties of this position and designate other functions as essential at any point in time.