



## Above & Beyond Children's Museum

### Position Title: Education Manager

Above & Beyond Children's Museum ([www.abkids.org](http://www.abkids.org)) is Sheboygan, Wisconsin's longest running children's museum. Our mission is to be a special place for all children and their caregivers where play and education connect through exploration and discovery. We are committed to ensuring all visitors in Wisconsin and beyond feel welcomed at the Children's Museum, that play is accessible for all, and that our programming and events provide opportunities to connect our community through play and education.

### Position Summary:

Advance the Children's Museum's mission through the development and delivery of programs and events that leverage community partnerships and promote the value of early learning, the Children's Museum environment, and the development of educational programs that enhance our visitors' experiences.

**Reports To:** Executive Director

**Classification:** Part-Time, 30 Hours per Week, Salaried

**Salary:** \$18 per hour

### Education Roles & Responsibilities:

#### *Education & Programs*

- Research, develop, and implement programs with a focus on early childhood that meet the needs and curriculum of area educators and families, with a focus on STEM, wellness, art, and performance/music.
- Teach on-site, hybrid (virtual/take-and-make), and off-site field trip programs to school groups.
- Organize profile-raising programs to attract new visitors, program participants, community connections, and members.
- Research, develop, and implement activities that will help keep interactions between exhibits and guests new and engaging.
- Support student development while fostering connections between children and play-based learning.
- Monitor and evaluate all programs making adjustments as needed.
- Manage budgets and resources for all programs and maintain inventory of supplies for programs.
- Work collaboratively with the Operations & Community Engagement Manager regarding off-site programmatic needs, while reporting to the Executive Director.

#### *Educational Events*

- Research, develop, and implement annual events. Examples include Spring Celebration, Farm Day, WI Sci Fest, Tricks & Treats Extravaganza, and Make & Take Events among others.
- Collaborate with Volunteer Coordinator to ensure museum's volunteer needs for those events are met.

**Explore. Discover. Learn.**

902 North 8th Street, Sheboygan, WI | p 920 458 4263 | [info@abkids.org](mailto:info@abkids.org) | [www.abkids.org](http://www.abkids.org)



#### **Organizational Roles and Responsibilities:**

- Assist with weekend or evening special events as needed.
- Support a multicultural and inclusive learning environment throughout the Children's Museum.
- Communicate and collaborate with Leadership Team staff members, interns and volunteers, and other support staff as well as members of the Education Committee.
- Treat all Children's Museum employees, volunteers, and visitors with respect and dignity.
- Contribute to a positive work environment and be an advocate for the Children's Museum community and employee culture.
- Support exhibit development process as needed.
- Support visitor services staff as needed.

#### **Education and Experience:**

- Bachelor's degree in Elementary Education/Early Childhood Education, Museum Studies, or related field.
- Experience teaching, either within a preschool or early elementary classroom environment or within the settings of an informal learning environment (museum, arts center, science center, etc.) Active teaching license preferred but not required.
- Demonstrated understanding of child development through successful programming.
- Skills in planning, organizing, and implementing learner-centered and diversified educational programs.
- Excellent verbal and written communication and interpersonal skills with co-workers, volunteers, and caregiver.

#### **Additional Information:**

Manager: Executive Director

Manages: Program Specialists and Education Interns

FLSA Salary Classification: Part-time (30 hours per week), Salaried

Salary + Benefits: competitive salary with paid holidays and paid vacation. Health care benefits not included.

Availability: 30 hours per week January - December, with occasional weekend and evening hours

Start Date: As soon as possible.

#### **To Apply:**

Send resume and cover letter to Jackie Erdman at [jackie@abkids.org](mailto:jackie@abkids.org).

*Above & Beyond Children's Museum provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*

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