



Position Title: Lead, School Programs

Department: Education and Experiences

Reports to: Manager, Program Delivery

FLSA Classification: Full time, hourly, non-exempt

Salary Range: \$19.00-22.00/hr

Job Summary:

Are you passionate about providing engaging learning experiences for K-12 students from around the Sacramento region and beyond? The Lead of School Programs is responsible for coordinating the visits by school students to the Museum when they come for class-focused field trips. This includes pre-visit and post-visit preparation for the teachers, coordinating class arrival and staff scheduling, and maintaining the quality of these school-focused programs throughout the year. This position will also oversee any additional school programming that may be added, including but not limited to diverse-learning programming and outreach programs. The lead will work with Schedulers on booking field trips appropriately within staffing and location constraints, and with the managers of Program Delivery and of Content for staff scheduling and training. The Lead will be trained to deliver school programs and be deployed in the daily staffing schedule. They will also be responsible for maintaining program supplies and classroom spaces.

This position will work closely with the Managers of Content, Exhibits & Theater, and Program Delivery to balance the delivery of school programs with the daily operations of the Museum, as well as contribute to the long-term vision for school engagement and representation throughout the community.

Skills & Talents:

- Minimum 2-years of experience with formal education-focused programs in an informal learning environment, with an emphasis on inquiry-based learning
- Understanding of the value of communicating curriculum and complex scientific concepts in a fun and engaging manner, which preserves accuracy and authenticity
- Understanding and experience of California Education frameworks and NGSS
- Excellent personal communication skills, uses humor and is seen as accessible and can adjust communication styles easily and quickly based on visitor need
- Experience training others to present programs
- Able to work well and communicate within a diverse team, organize people, and simplify processes
- Experience presenting and public speaking.
- Ability to act with patience and a calm and compassionate demeanor when working with children and families.

Duties/Responsibilities:

- Pre-program and day-of coordination of all school programs on and off-site, maintaining and supporting operational excellence and safety
- Implement and assess school programming at MOSAC, adjusting as needed with support of Managers
- Work with, directing, training, and scheduling Educators and Collaborators, and set objectives and plans for training, performance and evaluation for Educators in collaboration with the Manager/Assistant Manager Program Delivery
- Collaborate with and support other departments at MOSAC to coordinate shared spaces and materials, and manage any scheduling conflicts with other museum departments
- Plan and coordinate the annual calendar of school programming
- Coordinating materials and supplies, including budget management, and purchasing
- Balance the changing conditions of a multi-learner environment with safety, daily scheduling, and group/individual needs
- Work closely with Schedulers to coordinate school program reservations and bookings

Education and Experience:

- University degree and/or college diploma or equivalent experience. A California teaching credential is an asset.
- Minimum of two years' experience with programs in an informal learning environment, with an emphasis on inquiry-based learning
- Understanding of early childhood learning, in an informal learning environment is an asset
- Formal Diversity, Inclusion, Equity and Accessibility training is an asset
- Minimum one year of supervisory, lead, trainer, or mentor experience

Physical Requirements:

- May require standing and walking 75-100% of the time, lifting to a maximum of 25 pounds, and other physical actions that include stooping, kneeling, bending, standing
- Work will involve outdoor activities in addition to programs within the facility
- Physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

In order to protect our team members, volunteers, students, and guests, MOSAC requires that all employees be fully-vaccinated with a COVID-19 vaccination series approved by the U.S. Food and Drug Administration (FDA) or the World Health Organization (WHO). Reasonable accommodation will be made for a qualified disability or sincerely held religious belief.

This position is at-will, hourly, full time. Full-time employees are eligible for benefits. Lead of School Programs must be available, depending on scheduled shifts, Monday-Friday 8:30am-5:00pm, with some weekend shifts and shifts starting as early as 7:30 or ending as late as 11:00pm if special events are planned. This could mean a change to a current schedule if the applicant is already a full-time employee.

APPLICATION PROCEDURES:

A complete job profile is available upon request. Please submit a cover letter, CV or resume addressing your qualifications as they align with the job description, and names with contact information of two to three references by email to khensley@visitmosac.org. No phone calls will be taken for this application.