



**Position Title:** Lead, School Programs

**Department:** Education and Experiences

**Reports to:** Manager, Program Delivery

**FLSA Classification:** Full time, hourly, non-exempt

**Salary Range:** \$21.00-24.50/hr

**Job Summary:**

Are you enthusiastic about creating captivating educational experiences for K-12 students in and around the Sacramento region? MOSAC is looking for a Lead of School Programs who will play a pivotal role in organizing school field trips to the Museum. This involves communication with teachers, pre- and post-visit resources, class arrivals, managing staff and classes schedules as well as supplies. The lead will also actively participate in developing and refining lesson plans, ensuring the ongoing excellence of these programs.

The Lead will collaborate closely with schedulers to manage field trip bookings within staffing and location constraints. They will work closely with the Manager of Program Delivery on scheduling, training, and performance assessments of Program Delivery staff. Although the Lead is responsible for organizing and coordinating field trips, they will receive comprehensive training and may occasionally be integrated into the daily program delivery staff schedule. Furthermore, this position will work in tandem with the Managers of Exhibits, Theater and Public Programs, and Program Delivery to harmonize the delivery of school programs within the Museum's day-to-day operations. With MOSAC celebrating its 2nd anniversary, this role will also contribute to shaping the long-term vision for school engagement and representation within the community.

**Skills & Talents:**

- Minimum 2-years of experience in education programs, with an emphasis on inquiry-based learning, either in an informal or formal education environment
- 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. Can adjust communication styles easily and quickly based on need
- Experience training others to present programs
- Experience developing, writing, and delivering lesson plans
- 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
- Work closely with Schedulers to coordinate school program reservations and bookings
- Implement and assess school programming at MOSAC, adjusting as needed with support of Program Delivery management team
- Work with, direct, and train Program Delivery staff on different school programs, and set objectives and plans for training, performance and evaluation with the Program Delivery management team
- 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

**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 a formal or 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.

Though not required, in order to protect our team members, volunteers, students, and guests, MOSAC strongly recommends 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).

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 8:00-4:30pm, 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 [bhall@visitmosac.org](mailto:bhall@visitmosac.org). No phone calls will be taken for this application.