

St. Augustine Lighthouse and Museum, Inc.
Job Description

Job Title:	Director of Education		
Reports To:	Director of Regional Programs		
Department:	Education	FLSA:	Exempt

Job Summary:

The Director of Education is responsible for the overall successful development and implementation of the historic site interpretation of the St. Augustine Lighthouse (SALH) and Lighthouse Archeology Maritime Program (LAMP) sites. All programs and activities will be based on historic research and the museum's mission statement. Programming, planning and all activities will be in concert with guidelines set in tandem with the Executive Director under established board of trustees' policies. Responsible for short and long range planning for educational programs; facilitation and supervision of the site's interpretive team; determination of site-specific interpretive goals; interpretive training and visitor services training; marketing plan for specific educational programs; communication with site supervisors including other Departmental Managers, the Volunteer Coordinator, and any docent, volunteer, staff member or trustee volunteer as needed.

Other duties include assistance as needed with all operations of the St. Augustine Lighthouse and Museum. Will help staff the site on a regular basis, assist with safety programs, and assist with other departmental or operational duties as required.

Major Responsibilities:

Manages all activities in connection with planning and facilitating historic site interpretation.

Develops new programs and curriculum. Manages all activities in connection with established educational programs for specific audiences.

Communicates effectively with the public and with professional personnel.

Effectively uses computer programs including VISTA, word processing, database, spreadsheet and graphics programs and trains others to do so as necessary.

Maintains accurate budgeting and financial control.

Travel to historic sites of conferences for development of skills and understanding when possible.

Facilitates planning and evaluation for all historic site interpretation.

Insure the success of all operating education programs including summer camp, outreach and on-site activities.

Develops an understanding of the museum's core educational constituencies and works to serve them more successfully each year.

Cultivates a winning education team of interpreters, education staff, docents and volunteers.

Coordinates the education, tour and site schedule as needed.

Develops and maintains an accurate tour and contact database as needed.

Facilitates communication between all stakeholders in museum education.

Determines the feasibility of museum programs.

Develop and coordinate educational grant funding efforts and successfully monitor these efforts.

Develops interpretive training, pre- and post-visit materials, signage and supplemental materials as needed.

Trains others as necessary for educational assistance.

Manages site-specific special events and major historic site programs.

Conducts ongoing research about all historic sites.

Trains site staff with appropriate historical and educational content.

Develops historic site and interpretive and visitor services printed materials with appropriate content, design and function.

Prepares interactive plan for historic site, children, neighborhood, educational partners and other constituents as needed.

Develop and implement the Science, Technology, Engineering and Math program.

Other duties as assigned.

Scope:

This is an intermediate, professional level position.

Accountable for all museum education activities. Direct supervisor of museum education staff and monitors and evaluates the performance of historical interpretation staff and volunteer docents.

Responsible for appropriate personal development through professional memberships and conference attendance or other sources.

Qualifications:

MA in public history, early childhood education, historic preservation, museum studies, education, history or related field. BA in appropriate field and three (03) years relevant experience may be substituted for advanced degree. Must be an experienced museum education or a public archaeology professional. Grant writing experience preferred. Experience with STEM highly desirable.

Basic computer skills and experience with word processing and database management. Excellent presentation skills are required. Excellent written and oral communication skills are required. Outstanding interpersonal skills and managerial skills needed. Ability to work independently, manage multiple projects effectively and meet deadlines.

Essential Functions/Physical Requirements:

The duties above indicate the essential functions of the job. Physical requirements are those present in normal office environment conditions. Operational flexibility is required to meet sudden and unpredictable business needs and a modest amount of business travel is required. Must be able to climb the lighthouse tower and perform required duties for periods of 2.5 hours. Operational flexibility is required to meet sudden and unpredictable business needs.