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Title

Education Director

Reports to

Visitor Services Senior Director

Status

Full-time/Exempt

Salary

\$55,000-\$70,000

Working with the Visitor Services Senior Director (VSSD), the Education Director works to develop and enhance visitor experiences through passive, planned and informal educational activities. An ideal candidate is a life-long learner, curious citizen of the world that wants to share knowledge with others and is passionate about creating unique and one-of-a-kind experiences.

Responsibilities

Education Strategy and Planning

- Lead educational programming and curricula that ties back to the Strategic Plan.
- Enhance communication efforts by identifying unifying themes and developing content for internal and external audiences.
- Working with the VSSD, collaborate and coordinate to the roadmap that communicates the thematic and informational content in our Master plan.
- Working with the VSSD, seek out and secure exhibits and other attractions to grow revenue.
- Seek innovative new ways to enhance and grow the educational offerings of the garden.

Staff Development and Management

- Hire appropriate staff as identified in the annual budget process.
- Develop, motivate and monitor education staff performance.
- Delegate responsibility and accountability while fostering a strong working relationship and team spirit among education staff members.
- Coach and direct the education team to achieve action plans that contributes to Strategic Plan.
- Provide leadership, management, inspiration, support and professional development directly to the education team.

Programming, Execution and Implementation

- Enhance educational experiences by adopting and applying a "Guest First" lens.
- Evaluate current educational experiences, modify and continue to evolve as needed.
- Be the subject matter expert for all aspects of the garden including highlights, history and art.
- Create class/workshop topics, source teachers/instructors, handle planning logistics and content for Marketing.
- Provide back-up support to team as needed—lead tours, act as camp director or teach camp.
- Work with Events Director on education driven events such as Bug Day.
- Pursue education-related grant opportunities and write proposals.
- Provide content for garden signage including directional, informational, and interpretive.
- Lead programming tied to industry certification.
- Help train Garden Ambassador tour docents and Lead Volunteers.
- Represent the Garden at meetings, conferences, and partnership opportunities. Develop and maintain these relationships.

Skills, Specifications, & Experience

Excellent interpersonal, verbal and written communication skills

Demonstrated experience developing educational programs

Demonstrated experience developing and managing budgets

Ability to multi-task in a fast-paced, environment and to work well under pressure

Excellent attention to detail and follow-through

Exceptional organizational and diplomacy skills, decision-making skills and sound judgment

Ability to adapt to challenges and opportunities with a solution-oriented perspective

Computer proficiency essential; strong understanding of Microsoft Office

Demonstrated budget management proficiency

Museum or arts experience a plus

Flexibility in schedule, working some evenings and weekends

Requirements

Bachelor's degree in Communications, English, Environmental Studies or a related field

5+ years of experience with education, or an equivalent combination of education and experience

Minimum of 3-5 years' experience in staff management

To Apply

Please submit a resume and cover letter to

hire@idahobotanicalgarden.org

It is understood that this job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by the Membership Sales Associate within this job, but this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position