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Description automatically generatedJob Title:**  Education Director  
**Reports To:**  Executive Director  
**Supervises**: Education Manager  
**FLSA**  Exempt  
**Employment Status:** Full-Time/Salary  
**Salary Range:** $90k-$100k, commensurate with experience  
**Benefits:** Full-time employee benefits  
**Hours:** Mon-Fri in-office position, weekends and nights as required

**Position Description:**

The Education Director of Public Programs designs and implements a broad range of programs intended to reach visitors of all ages and abilities, including children, families, and adults. Sherman Library & Gardens public programs provide unique opportunities for visitors to experience our botanical garden, historic research library, and art through activities that enrich, educate, and entertain. Candidate should be creative and highly organized with experience in public program planning and logistics.

**Duties and Responsibilities:**

* Develops, manages, and oversees all aspects of public educational programs including art, botanical garden displays and historical library initiatives.
* Works closely with library, garden, and other staff to develop and implement public programs, expanding on annual themes, exhibitions, and horticultural exhibits.
* Manages and expands elementary school field trip program.
* Oversees all musical and performing art performances on campus.
* Guides the creation of wayfaring and interpretive signage to enhance the casual education experience of the visitor.
* Supervises program logistics, planning, and execution, including production, set-up, and tear-down. Assisted by the facilities and maintenance staff.
* Manages the Fantastic Flora program
* Engages with community partners, musicians, performing arts, speakers, and educators to secure participation in public programs.
* Maintains public programs calendar, attendance statistics and evaluation data.
* Provides accurate and timely information for marketing and website information.
* Responsible for managing budget and meeting revenue and expense goals related to public programs.
* Manages the education manager and docent organization.   
  Directs public program team as needed on weekends and after hours.
* Actively research opportunities for public programs. Prepares cost benefit analysis for presentation at internal meetings; analyzes the effectiveness and cost benefit of all programs for annual review; outlines annual goals, schedules, & timelines for all on-site public programs.

**Qualifications:**

* Bachelor's degree in education, arts administration, entertainment industry, or related field.
* Five years of experience in programming at an arts organization, museum, or production company.
* Management experience of employees, and project-based contractors
* Self-directed and able to manage multiple projects at once.
* Able to work varied hours and weekends.
* Strategic thinking, collaboration, and leadership
* Ability to multi-task while working with accuracy with close attention to detail
* Excellent written and oral communication skills and comfort with public speaking.
* Dedication to serving a mission-driven non-profit organization
* Knowledge of the local community, history, horticulture, and art a plus.
* Must be a Team Member exhibiting a positive attitude towards our mission.

**Physical Demands:**

While performing the duties of this Job, the employee is regularly required to sit, speak, hear, stand, and walk. The employee is frequently required to use hands to keyboard. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Work Environment:**

The work will be performed in a traditional office environment. The noise level in the work environment is usually moderate. While performing the duties of this position, there may be traversing through occasionally uneven garden terrain. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Submit resume to:

Scott LaFleur

Executive Director

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