

Ella Sharp Museum Job Description  
Director of Education

Reports To: Executive Director  
Classification: Full Time, Exempt  
Department: Education  
Location: Ella Sharp Museum 3225 Fourth  
St. Jackson, MI

Supervises: Senior Ceramics Instructor,  
Planetarium/STEM Educator, Museum  
Assistant  
Salary range: \$40,000-55,000

**About this position**

The Director of Education is a director level position reporting to the Executive Director. The Director of Education is responsible for developing and implementing public and school programming relevant to the mission of the Ella Sharp Museum included by not limited to onsite visits, outreach, planetarium, and distance learning.

**Responsibilities include:**

1. Responsible for strategic development and implementation of educational and public programs for all audience levels both on and off-site; offerings should align with the museum's mission, vision, values, and the strategic plan.
2. Education programming will include onsite programming, but not limited to toddler tours, planetarium programs, exhibition specific programs such as guest speakers or other partners, scavenger hunts for museum galleries, historic home interpreters, summer camps, etc.
3. Works with the Development Assistant for special programming and events for members; trains volunteers on educational and engagement programs.
4. Accountable for creating and managing departmental budget and monitors monthly income and expense reports
5. Provides information and support for grant applications and advancement initiatives including, but not limited to writing descriptions, gathering data, and analysis of educational grants or operational grants as needed
6. Works with the Marketing and Communications Manager to evaluate audiences and creates new strategies to engage various demographics emphasis placed on diversity, equity, accessibility, and inclusion.
7. Aids in building the Museum's relationships and strengthening partnerships within the local community, regionally, state-wide, and nationally or internationally.
8. Keeps current on museum best practices and K-12 curriculum requirements (general education and special education)
9. Supervises learning and engagement staff including Planetarium Operator/STEM Educator, Senior Ceramics Instructor, Museum Assistant, and contract personnel
10. Perform other duties as assigned

**Desired Qualifications:**

- Detail oriented, able to work independently, and a professional attitude and appearance
- Outstanding interpersonal, public speaking, and writing skills
- Ability to multitask and meet deadlines in a fast-paced work environment
- Able to work well and collaborate effectively with a wide range of audiences including staff, volunteers, educators, funders, sponsors, members, public and other constituencies
- Program and budget development, project management and planning skills and an ability to meet deadlines are necessary

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- Bachelor's Degree in Art, History, Museum Education, or related field is required, Master's preferred
- Experience in writing and administering grants is desirable
- Able to work effectively in a team setting within the department and collaborate across the organization.
- Proficiency in Microsoft Office Suite.
- Must pass background check

This position requires the ability to do one or more of the following throughout the day: sit, stand, and work, to lift up to 30 lbs. occasionally, do close work with a computer monitor and perform repetitive hand movements. Employee must be able to communicate verbally.

### **About the Ella Sharp Museum**

The Ella Sharp Museum, founded in 1965, offers programs, exhibits, and experiences preserving community history, advancing art appreciation, and understanding, and connecting children with science. Our 6-acre campus includes the Hadwin Center with exhibit galleries, program spaces, offices, and banquet rentals; the Merriman Sharp farmhouse, a one-room schoolhouse, a log cabin, barn, and other historic structures; and the Hurst Planetarium. Our mission focuses on providing opportunities to connect our community with history, the arts, and science. We received American Alliance of Museums accreditation in 1978 and have been reaccredited twice. One of the first small museums in the country to receive such distinction, the Ella Sharp Museum is one of only 38 accredited institutions in the state of Michigan.