

## Ella Sharp Museum Job Description Director of Education Programing

Reports To: Executive Director  
Classification: Full-time, Non-Exempt  
Department: Education

Location: 3225 Fourth St. Jackson, MI  
Supervises: Employees, Interns and Volunteers  
Salary range: Administrative Level

### **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 a museum store; the Merriman Sharp farmhouse, a one-room schoolhouse, a log cabin, two 19<sup>th</sup> century barns and other historic structures; and the Hurst Planetarium. Our mission focuses on providing opportunities to connect our community with history, the arts, and science.

### **About this position**

The Director of Education Programming at the Ella Sharp Museum is dedicated to developing and implementing educational programs for our classes and exhibits while ensuring exceptional visitor experience in our public-facing environments. This role is crucial in fostering a welcoming and educational environment for visitors, with a focus on creating engaging, educational content that enhances the museum's exhibits and offerings. The Director will also assist with front desk operations, ensuring that visitors receive excellent service and support.

This position works a minimum of 40 hours.

### **Key Responsibilities:**

- **Educational Programming Development:** Create and implement engaging educational programs for classes, school groups, and general museum visitors of multiple audiences and demographics. Ensure that programming aligns with the museum's mission, and evaluate using tangible metrics and visitor feedback.
- **Exhibit Support:** Develop educational content and materials that enhance and complement the museum's exhibits, ensuring they are accessible and informative for diverse audiences. Work alongside Director of Curatorial Affairs to implement interpretive plans and strategies for the ESM campus.
- **Planetarium Administration:** Take a lead role in the management of the Hurst Planetarium on the ESM's campus, ensuring instructor coverage and programming quality.
- **Program Evaluation:** Assess the effectiveness of educational programs and make improvements based on visitor feedback and educational outcomes.
- **Fiscal Oversight:** Monitors expenditures of all educational programs, works alongside the Executive Director to implement departmental annual budget.
- **Customer Service:** Model outstanding visitor-centric practices, including greeting visitors, answering inquiries, and providing assistance at the front desk.
- **Visitor Engagement:** Foster a welcoming environment that encourages learning and exploration, helping visitors to fully engage with the museum's offerings. Support front desk operations, including ticket sales, membership inquiries, and general visitor services, ensuring a seamless and positive experience for all museum guests.
- **Leadership and Outreach:** Serve on ESM executive team, taking a direct role in implementing the strategic direction of the museum, Represent the ESM at events, both internal and external. Form partnerships with community stakeholders and potential partners. Represent the museum in a professional and ethical manner in accordance with the ESM's Code of Ethics.

Ella Sharp Museum Job Description  
Director of Education Programing

- **Collaboration:** Work closely with other museum departments, including marketing and events, to align educational programming with broader museum initiatives and events.

**Desired Qualifications:**

- A bachelor's degree preferred in a field appropriate for the position, e.g. education, interpretation, science communication, public history, anthropology, etc.
- Commitment to and ability to take a multidisciplinary approach to education, interpretation and content development by incorporating history, culture and the arts to tell complex stories that include multiple perspectives in age-appropriate ways. Proven ability to deliver outstanding customer service with a friendly and professional demeanor.
- Excellent interpersonal, organizational, and written and oral communication skills with an attention to detail as well as the big picture
- Ability to work independently with keen attention to detail and a professional attitude.
- Capable of prioritizing, organizing, and managing multiple activities and projects simultaneously in a dynamic environment, ensuring deadlines are met
- Ability to work under pressure while maintaining diplomacy, tact, and courtesy.

This position offers a unique opportunity to contribute to the educational mission of Ella Sharp Museum while ensuring an exceptional visitor experience.

This position requires the ability to do one or more of the following throughout the day: stand, walk, sit, bend and reach above and below shoulder level, and lift/carry 50 lbs. The position involves frequent repetitive motion (keyboard entry, credit card machine.). The noise level in the work environment is variable and unpredictable, ranging from quiet to loud with frequent interruptions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

All job applicants receive equal consideration for employment. Please email a resume and cover letter to [JeremyF@ellasharp.org](mailto:JeremyF@ellasharp.org) .