JOB OPENING ANNOUNCEMENT

For more than 30 years, the Children’s Museum of Pittsburgh has provided “innovative museum experiences that inspire joy, creativity and curiosity”. Through high quality exhibits and programs, we provide opportunities to the region’s children for learning and play. We also provide resources and partner with those in the community who share our vision and work with or on behalf of children. We are currently recruiting for the following position:

Job Title: School Programs and Outreach Manager
Date: February 24th, 2020
Status: Full-time, Exempt, Salaried
Reports to: Director of Education

Position Summary
The School Programs and Outreach Manager plans and oversees all registration and implementation of classroom-based programs of the Children’s Museum of Pittsburgh. This includes, but is not limited to, facilitation of focused, in-depth field trips, Museum Summer Camps, and grant-supported programs that connect with public, private, and homeschools, community organizations, and other audiences in both formal and informal educational settings.

Position Qualifications
- Bachelor’s degree or equivalent in an appropriate field (e.g. education, fine art, engineering design, industrial design, interactive media, etc.) required
- Three years of experience in a Museum setting or classroom education required
- Experience with informal teaching settings preferred
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- FBI Criminal History (with fingerprints), PA Child Abuse History (Act 33) and PA Criminal History (Act 34) clearances are required.

Position Duties
- Administers and manages Museum experiences for organized groups and schools, including development of programs and assessments of their effectiveness;
- Manages school-focused, registration-based grants and contracts for successful completion, overseeing their appropriate application in creating authentic in-school programing, Camps, and outreach opportunities;
- Oversees the development and implementation of educator-focused professional development sessions offered by the School Programs and Outreach (SPO) team;
- Builds and sustains collaborative relationships with organizations, schools, and educators in the nation, region, and locally, utilizing these skills to invigorate existing Museum-driven school and outreach programming;
- Manages and works closely with other members of the SPO team to achieve strategic goals, encourage participation in Museum-wide/department meetings and professional growth opportunities, and promote collaboration with other Museum departments at large;
- Must exhibit strong communication skills, adaptability, interpersonal strength, and a commitment to continued learning;
- May be required to travel within/across the region and work evening and weekend hours due to the nature of the position.

If you are interested in applying for this position, please complete our online application found at: https://pittsburghkids.org/jobs. In addition, please submit a resume and cover letter. Please follow the instructions on the application site.

Thank you for your interest.

EOE Our Employees are aware of this ad. M/F/V/D