Listed Position: Museum Education, Programs and Outreach Manager
Classification: Full time, salary
Salary Range: $65,000 to $75,000 Annually, some nights and weekends required

The incoming Education, Programs and Outreach Manager is an enthusiastic and forward-thinking collaborator who can help a growing team move an established children’s museum into its future. You are a dedicated professional who will create and steward the visitor-facing programs, workshops and events, both inside and outside the museum. You have excellent communication and planning skills, and you are excited about making Seattle a better place for kids and families.

The Seattle Children’s Museum is a mission-driven institution with a forty-year history, seeking a fresh start and a dedicated team. We are located at Seattle Center, making us easily accessible by light rail, bus and monorail. We are 18,000 square feet of exhibit and program space. Working collaboratively, an energized museum staff will develop programs and procedures for the practical implementation of the Museum’s core values, mission and purpose. Together we will welcome all visitors, create high quality exhibits and programs, and grow the museum’s reach, producing lasting impacts for the region’s children and families.

*Seattle Children’s Museum is an equal opportunity employer actively seeking diversity in our team-based working environment.*

The Education, Programs and Outreach Manager will:

- Develop, implement, and champion the curriculum, projects and educational frameworks for on-site and outreach programs.
- Lead and assist the education, programs and outreach teams in implementing programs.
- Assist in the design and preparation of the program spaces for maximized visitor engagement, staff efficiency and program efficacy.
- Lead the development of content for.
- Manage, train and evaluate direct reports.
- Participate actively in team meetings to share best practices and improvements.

Reporting:

- Reports to: CEO/Executive Director
- Management peers: Visitor Experience Manager, Museum Operations Manager, Exhibits Manager.
- Direct Reports: Museum Programs/Education, Outreach and Camps Staff.

Desired familiarity and skills:

- Development of STEM and arts curriculum for pre-school and elementary age children
- Work with children, parents and educators, with a focus on 2- to 10-year-olds and their caregivers.
- Outreach program management
- Microsoft Office Suite
• Google Workspace
• Adobe Creative Suite
• Program and project management processes
• First aid, AED, CPR, and Narcan certification is required for this position

Desired experience:
• Five to 10 years of experience in the museum education field, including experience with the responsibilities listed above.
• Bachelor’s degree or equivalent in museum studies, education, program development or related field.

To apply, submit a letter of interest and resume, via email, to: jobs@thechildrensmuseum.org
• Reference “Education, Programs and Outreach Manager” in the subject line.
• In your letter, let us know how you can help the Seattle Children’s Museum meet our goals and serve our purpose through this position.
• Candidates selected for interview will be asked to provide three references and samples of relevant work.

Seattle Children’s Museum – guiding principles:
• Our mission is to engage children, and the people who care for them, in playful, creative, hands-on exploration and discovery.
• Our purpose is to encourage kids and adults to embrace active, lifelong learning. We create and maintain museum spaces, events and programs that are inclusive, equitable, engaging, playful and fun for ALL of our region’s kids and families.
• We envision a region where children, families, students and educators have a wide network of facilities to support them in learning, engagement, play and quality time together. We will do our part to be part of that network.
• In all things, the Children’s Museum staff, board and volunteers will VALUE:
  o Joyful Learning for All
  o Respect for All
  o Inclusivity, Equity and Engagement for All
  o Community Building for All
  o Sustainability at All Scales
  o Curiosity at All Levels
• Our goals:
  o Set the stage for young children to build competency through engagement, interactions, physical challenges and hands-on experiences
  o Renew a deep commitment to fostering literacy, art, language, numeracy and communication skills for kids from birth to 10 years old
  o Connect to Seattle’s varied and diverse neighborhoods
  o Create and renew exhibits that have justice, equity, inclusion, diversity, visibility, access and anti-racism principles built in
  o Build relationships with the early learning community in and around the region