**ABM -** Position Description

Title: **Director of Education**

**Full time, year round/Based on 40 hrs. per week**

Reports to: **Executive Director**

**Job Summary**

Reporting to the Executive Director, the Director of Education’s principle responsibility is to develop, administer, deliver, and evaluate the Museum’s educational programming. This position works closely with the Boat Shop Manager, Waterfront Manager, and Curator. Through development and delivery of mission-driven programming, workshops, and classes, the Director of Education plays a leading role in shaping the ABM’s visitor experience and fulfilling the Antique Boat Museum’s mission.

**Duties**

Administration

* Develop and manage Education Department budgets
* Prepare reports; submissions for museum related publications, i.e. Gazettes
* Hire seasonal staff and supervise department volunteers, and education interns
* Assist with and/or market educational programs
* Administer course registrations, confirmations, and cancellations
* Create and maintain databases of class participants, working with the Advancement office to set up records of class participants
* Serve as the liaison to the Board’s Education Committee

On-site Programming

* Develop and organize adult, family, and youth programs and courses
* Organize and manage the Docent Training Program for General Tours and La Duchesse
* Principle contact and manager of the Captain’s School at ABM
  + Maintain official Captain’s School curriculum and required documents in conjunction with Controller/Business Office
  + When appropriate, facilitate student applications for final Captain’s licensing
* Assess new courses and programs, record data of each class, program, event, i.e. number of participants, class cancelations, etc…
* In collaboration with Facility Rentals, Events, and Maintenance ensure classroom space is reserved and setup for courses and programs

Outreach & School Programming

* Work with local teachers to write curriculum, teacher resource kits, and pre/post visit activities
* Promote ABM Scholarship opportunities to area schools
* Identify and potentially write grants proposals; write final reports for in-school programs
* Promote and encourage field trips with area/regional schools
* Organize in-school lessons, recruit guest teachers and/or teach units
* Develop new Outreach Programs

Events/Exhibitions

* Organize speakers forums and children’s activities for Boat Show and other annual and/or special events in collaboration with Events & Communications Manager and appropriate committees
* Participate in exhibit design and interpretive planning meetings

La Duchesse Programming

* Working closely with the Curator to oversee the educational interpretation of La Duchesse
* Manage the day to day docent scheduling, hire docents and schedule volunteers; schedule light housekeeping related to the public tours with Curator’s approval
* Organize training, scheduling, and supervising volunteer docents and paid interpretive staff
* Conduct research, write tour outlines and training materials for docents

Waterfront Programming

* Works closely with the Waterfront Manager and related seasonal staff, and works closely with the Boat Shop Manager to support on-water activities
* Maintains a knowledge of current safety requirements and protocol for on-water activities
* The Director of Education is responsible for the hiring of Waterfront Manager, sailing instructors, and all waterfront related seasonal staff. Every effort should be made mid-winter to finalize seasonal hires. Efforts to include the seasonal Waterfront Manager in the hiring decisions for sailing and livery staff is desired.

**Qualifications**

Candidates should possess

* Bachelor’s Degree in Education, Museum Studies, History or related program
* Teaching Certificate or experience teaching and/or running educational programs
* Excellent communication skills, both verbal and written
* Strong organizational skills & work ethic
* Ability to create age appropriate learning experiences
* Experience with Microsoft Office applications, digital photography and document scanning
* Ability to handle multiple tasks simultaneously in a busy seasonal setting
* Flexibility and Positive Attitude

The following knowledge, skills and abilities are preferred

* Master’s Degree and/or curriculum and instruction; classroom teaching experience K-12
* Grant writing skills
* Knowledge of boats and St. Lawrence River helpful

**Mission Statement:**

The Antique Boat Museum collects, preserves, interprets and celebrates boats and related artifacts to advance public understanding of the importance of boating to the cultural history of North America and the St. Lawrence River in particular.

**Vision 2020:**

Through a network of locations and partnerships, the Antique Boat Museum will be widely recognized as the premier freshwater nautical museum in North America and the leader in connecting people with boats and boating history. Our collections, exhibits, and programs will create centers for learning, resources for other cultural and educational organizations, and places to experience all aspects of boating.

The museum is a 501(c)3 tax-exempt organization and is Chartered by the New York State Department of Education. Equal opportunity employer. On the web at: www.abm.org