

GEORGIA MUSEUMS, INC.

JOB TITLE: Geology Program Manager
EXEMPT (Y/N): Y **JOB CODE:** EEO Class 1
DEPARTMENT: TELLUS Education **SUPERVISOR:** Director of Education
DATE: 01/06/21

SUMMARY: To develop, coordinate and implement hands-on geology programs that relate to the Mineral and Fossil Galleries for school groups in compliance with state standards, and enrichment programs for families, adults, the public, and for outreach clients.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Develop, create and implement educational and public programs related to geology for school, adult and family enrichment events.

Confirm program reservations with organizing educator.

Evaluate and improve existing programs by assessing and researching program feedback, anticipating needs and by keeping up with new requirements.

Develop hands-on activities and take-home components of programs.

Supervise daily implementation of programs.

Create, develop and update curriculum packets of before/after educational activities related to museum programs.

Design and coordinate outreach programs, teacher staff development and staff development for Tellus staff. Engage in public outreach programs.

Provide program information as needed to scheduling coordinator.

Be aware of all museum programs and conduct them as needed.

Assist in establishing and implementing a plan to utilize volunteers within the department.

Be responsible for assisting the Director of Education with hiring of employees within the department.

Be responsible for assisting the Director of Education with staff management including training and evaluating of part time and volunteer staff.

Submit necessary information for the preparation of annual department budget.

Employee Initial and Date_____

Supervisor Initial and Date_____

Ensure that employees understand the mission and goals of the museum, maintain building and collection security, maintain building cleanliness, handle and care for the collection appropriately, and project a warm and friendly attitude toward guests and fellow staff.

Be responsible for ensuring high standards of professionalism in all areas of responsibility.

Remain current on pertinent museum industry policies, laws, and accepted practices through involvement in industry trade groups and ongoing professional development.

Perform other tasks and projects as requested by supervisor.

QUALIFICATION REQUIREMENTS:

Four-year college degree in education, geology or related field and two years museum experience. Master's degree preferred, or an equivalent combination of education and experience. Excellent communication skills including written, verbal, and listening. Teaching skills, management skills, and training skills are required. Visual acuity to include ability to see full color spectrum. Knowledge of computers and teaching methods is also required.

Must be able to lift up to 50 pounds. Must be able to stand on hard flooring, walk quickly, and speak continuously for a minimum of four hours at a time and for some events, longer periods with appropriate breaks.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Driver's License

WORK ENVIRONMENT: Museum and office environment, non-standard hours, generally within 8:00 AM to 6:00 PM, Monday through Friday, extended hours and weekends required on a regular and/or rotating basis. Some travel within the region. The noise level in the office environment is usually low to moderate, while the museum environment can be medium to high.

Employee Initial and Date_____

Supervisor Initial and Date_____