

Position Goal:

Expand the Carousel Museum and Museum of Fire History visibility, audience, and mission through internally generated events. Consistently provide 5 star customer service while creating unique and custom experiences that make the Carousel Museum and Museum of Fire History a preferred location for educational programming in Central Connecticut while meeting or exceeding approved budget income and expense goals. Build the Education Department into a thriving and active hub within the Museum's structure.

Job Outline:

The Education Manager is a full time, salaried employee of the Carousel Museum and reports directly to the Executive Director. This position works primarily at 95 Riverside Avenue, Bristol, CT, 40+ hours per week and on occasion works off site. This position creates all Museum Educational programming from conception through implementation and post program evaluations. This is a Senior Leadership position, and requires a professional who is willing to build, develop, and market the Museum's Education Department in a post-Covid atmosphere.

The ideal candidate possesses:

- Excellent written and oral communication skills.
- Knowledge of museum education techniques, resources, and best practices.
- Ability to present the Museum's programming to an array of audiences.
- Knowledge of the objectives, curricula, and operation of school systems and other educational institutions and best practices.
- Marketing skills, including creating content for email marketing (Constant Contact), social media content, press releases, etc.
- Microsoft office suite including Word, Excel, PowerPoint, and Google Docs.

Tasks:

1. Work with the Executive Director and Education Committee to create and oversee all educational programming for the Museum. Including programming that expands the museum's audience, is mission related, and drives museum attendance. Creates, develops, and manages event schedules in our Bookeo reservation system. Develops event budgets. Work closely with the Senior Staff to ensure a balanced program schedule. All internal programs must meet the approval of the Executive Director.
 - a. Studio Art Programs
 - b. Homeschool Programs
 - c. After-School Programs
 - d. Lectures
 - e. Music
 - f. Tour / Field Trip Curricula
 - g. Offsite visits
 - h. Social Media and online content
 - i. Artist in Residence programs
 - j. Others as created
2. Oversee Education department staff

- a. Tour and Birthday Party Coordinator, Volunteer Coordinator, Artists in residence, Studio Educators
3. Evaluate and modify programs on a regular basis.
4. Cultivate relationships with and train Museum Volunteers.
5. Assist Weekend Manager with general operations.
6. Generate Requests for Payments in a timely manner
7. Ensure all program sponsors are appropriately identified and acknowledged.
8. Set public pricing fees. Ensuring that members' pricing is always prominent.
9. Provide 5 star customer service and be the point of contact for all internal education events. Secure all paperwork, resources, and payments. Including:
 - a. Signed Agreements
 - b. Insurance Certificate (if required)
 - c. Reservations
 - d. Vendor load in sheets
10. Presentation, resource, AV, and room requirements. Use the current reservation system (Bookeo) to create bookable tickets for the public.
11. Update website, social media outlets, and Constant Contact to build an audience.
12. Notify appropriate Press and special interest groups to build an audience.
13. Generate all RFP - using accurate coding - to ensure programs are paid timely, and are within approved budget.
14. Confirm, order, gather, and prep all materials needed for programs as necessary. Including working with the Weekend Manager for any receptions or food based activities.
15. Oversee day of program, or when not available communicate effectively with MOD for all pertinent set-up, payment, and detail needs information.
16. Ensure clear, exciting, well lit and composed photographs, video or live streaming is taken during the program.
17. Generate all thank you letters to special visitors, V.I.P.'s, presenters and others in a timely manner. Executive Director signing those as needed.
18. Programs must be positive and relevant in nature, leaving guests and visitors with a positive response to our organization. Publicity must contain proper grammar, spelling, and punctuation.
19. Introduce, engage, thank, and/or moderate conversations during or following a program.
20. Follow Museum's branding guidelines.
21. Follow Museum's employee handbook guidelines.
22. Participate in weekly Senior Staff meetings.
23. Prepare for and participate in monthly Education Committee Meetings
24. Other tasks as deemed necessary by the Executive Director.

Education

Bachelor's Degree in Museum Education or Related Field

Museum Mission:

The Carousel Museum is a non-profit organization that preserves and exhibits antique and modern carousel art, and celebrates dedicated craftsmen, to inspire creativity, joy, and wonder.

The Museum of Fire History is dedicated to preserving the firefighting legacy of Carlyle "Hap" Barnes. The Museum is dedicated to Hap's passion for collecting firefighting equipment and memorabilia and educating the public about fire safety and advancements in firefighting technology.