



## Director of Education

Area: Education

### **Job Summary**

The Director of Education, under the general supervision of the Executive Director, will strategize and execute K-12 educational programming, on-site and off-site programs, and help implement the Center's goal to reach national audiences. The Director will develop, implement, and market these programs, seek to attract a broad and national audience, seek and develop partnership opportunities, and manage the education program's budget.

Responsibilities: The Director of Education will lead efforts in developing and expanding the museum's educational programs to increase our total outreach ~20,000 per year. This will include developing content for tours, presentations, and youth programs at the museum.

- Operations – 30% Develop and implement K-12 educational programs and coordinate supporting activities including Camp Bighorn, Webinar Series, and Ecotours
- Outreach – 30% Develop and implement community internal and external educational programs.
- Strategic Plan – 20% Coordinate with stakeholders to develop new outreach opportunities for the Center
- Facility Support – 20% Assist in all functions of the museum and other duties as assigned

### **Educational Requirements**

Bachelor's degree in biology, wildlife management, education, or with previous relevant training or employment experience.

### **Qualifications**

Experience that emphasizes wildlife management, biology, and outdoors education. S/he demonstrates experience applicable to program development and management, strong organizational, interpersonal and communication skills. Highly self-motivated team player. Innovative and creative thinking. Must be detail-oriented and able to multitask. Must be able to exercise clear communication regularly to staff and stakeholders. Have thorough knowledge and a high comfort level in MS Office, Outlook and Google Calendar, for scheduling events and sharing information.

### **Required Documents to Attach**

Resume  
Cover Letter  
Transcripts  
List of References

IMPORTANT: TO APPLY, PLEASE EMAIL REQUIRED DOCUMENTS TO [INFO@BIGHORN.ORG](mailto:INFO@BIGHORN.ORG)