



January 26, 2016

Location: Houston, Texas

## Education Supervisor

Space Center Houston, owned and operated by the non-profit Manned Space Flight Education Foundation, Inc., is the official visitor center of NASA Johnson Space Center. The center features more than 400 space artifacts, attractions and theaters related to the exciting future and remarkable past of America's human space-flight program. Join a fun and exciting museum environment.

Currently, we are seeking a highly motivated full time Education Supervisor responsible for developing and implementing mission-based STEM educational programs and initiatives for Space Center Houston.

### **POSITION RESPONSIBILITIES:**

- Work with a team to develop and implement informal, innovative and engaging mission-based programs and initiatives for diverse audiences tied to space exploration. Provide high quality programs that position Space Center Houston as a leading STEM educational center.
- Overall responsibility for the development of program content and activities as well as all aspects of administration of assigned education programs. Administrative responsibilities include staff supervision and training, budgeting and program evaluation.
- Maintain quality assurance of education programs with the goal of enhancing attendance, revenue and growth. Implement department approved processes to measure effectiveness, success and guest satisfaction of programs.
- Ensure a safe environment for Education crew members and guests attending programs.
- Work with the Development and Communications Department to provide timely and complete information needed to market and promote education programs.
- Work as a team member to host large educational group events.
- Work closely with the Director of Education for strategic planning.
- Other duties as assigned by the Director of Education.

### **POSITION QUALIFICATIONS**

- A Bachelor's Degree in Education or a related STEM field; Teaching Certificate and Master's Degree preferred.
- A minimum of 5 years of experience teaching and developing innovative STEM education programs and/or curriculum. Middle/high school experience preferred. Informal education experience outside a traditional classroom environment preferred.
- Ability to develop engaging and informal education programs. Previous experience in STEM based teaching or program development preferred.
- Previous experience supervising work groups or teams preferred.

- Previous experience with space education and robotics preferred.
- A passion for space exploration.
- Ability to manage fee based programs and program budgets.
- Ability to handle multiple projects in a fast paced environment.
- A versatile team player with a commitment to educational quality.
- Strong written and verbal communication skills.
- Strong computer skills including proficiency using Microsoft products and social media.
- Work schedule will include some evenings and weekends. Ability to travel as needed.

Space Center Houston offers a competitive salary and benefits package.

**TO APPLY:** Email resume to [careers@spacecenter.org](mailto:careers@spacecenter.org). For more information, contact the Human Resources Department at (281) 244-2150.