

Space Center Houston Education Manager

The mission of Space Center Houston is to inspire all generations through the wonders of space exploration. Our vision is to be the world's leading science and space exploration learning center. Owned and operated by the nonprofit Manned Space Flight Education Foundation, we are the Official Visitor Center of NASA Johnson Space Center. The center features more than 400 space artifacts, hands-on interactive educational exhibits, and robust youth programs interpreting the exciting future and remarkable past of America's human spaceflight program.

We are currently seeking a full-time Education Manager responsible for the developing and implementing mission-based educational programs and initiatives for Space Center Houston. The Manager reports directly to the Vice President of Education. Responsibilities and qualifications are shown below:

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 and inclusive environment for Education crew members and guests attending programs.
- Work with other departments to provide timely and complete information needed to market, promote, and sell education programs.
- Work as a team member to host large educational group events.
- Develop strong relationships with public, private, and charter school systems in the greater Houston area and beyond.
- Represent SCH at approved strategic events.
- Work closely with the Vice President of Education for strategic planning.
- Other duties as assigned by the Vice President 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.

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Manned Space Flight Education Foundation
Houston, Texas
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- 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, diversity, equity, inclusion and accessibility.
- Strong written and verbal communication skills with the ability to represent Space Center Houston in a professional manner.
- 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 is an equal opportunity employer. It has a diverse and inclusive work culture with a creative, fun and collaborative environment.

Space Center Houston offers a competitive salary and benefits package.

To apply: Email resume to careers@spacecenter.org. For more information, contact the Human Resources Department at (281) 244-2150 or visit our website at <http://www.spacecenter.org/careers>.

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