



**Education Director
Annapolis Maritime Museum & Park**

The Annapolis Maritime Museum & Park (AMM) seeks an Education Director to oversee and manage the award-winning Education Center based at its Park Campus – the Ellen O. Moyer Nature Park.

About the Annapolis Maritime Museum & Park

The AMM aims to inspire a connection and respect for the Chesapeake Bay for generations to come. With a mission to educate youth and adults about the Annapolis area's rich maritime heritage and the ecology of the Chesapeake Bay through programs, exhibits, and community events. This mission is accomplished through a suite of hands-on programming, including a robust educational department, winter lectures, community events, and two annual fundraisers that bring visitors to two unique locations along Back Creek. The AMM is a 501 (C)(3) non-profit organization.

AMM's Education Center

The Education Center annually serves over 12,000 participants with ambitious goals for growth per our strategic plan. It provides fun, informative experiences for youth throughout the State of Maryland – teaching them about the history, ecology, environmental sustainability, and cultural traditions of the Chesapeake Bay. AMM offers school field trips, camps, scout programs, birthdays, afterschool programs, and four core programs: Little Skipjacks (pre-k), Chesapeake Champions (second and third grade), the Oyster Education Program (sixth grade), and Box of Rain (underserved youth 8-15 years of age).

The Position

AMM seeks an Education Director to grow the museum's Education Center and to coordinate and manage all operations of its onsite and outreach programming. The Education Director will supervise all education program managers as well as the program coordinator to ensure that all programmatic and departmental goals are achieved with a vision to grow the quality and quantity of all programs, build and leverage strategic community partnerships, and achieve the organization's ambitious strategic plan.

This is a full-time permanent position, reporting directly to the President/CEO and serves to develop goals and objectives to grow the department and the Education Center. Salary commensurate with experience. Full benefits options available.

Responsibilities:

- Supervise and evaluate the performance of the Education Center, which currently consists of three staff and seasonal contractors
- Responsible for all departmental budgeting including maximizing revenue and management of expenses
- Collaborate, plan and communicate with key partners, including Anne Arundel County Public Schools to build and enhance all programs
- Facilitate long-term planning with museum Board of Directors and with the support of the Education Center staff and the Education Advisory Committee
- Consult with environmental and educational experts to maintain relevancy of the program and ensure program content adheres to changing curriculum requirements

- Ensure professional development opportunities and learning for Education Center staff and teacher professional development regarding best practices and educational trends
- Grant writing and grants management to support education programs
- Work with Associate Communications Coordinator to ensure external communications of the all program highlights and accomplishments
- Design and/or procure program curriculum and instructional materials for education programs
- Design and/or partner with like-minded organizations to offer teacher professional development
- Coordinate Education Advisory Committee meetings

Skills and Qualifications:

- A bachelor's degree in environmental science, biology, ecology, or education is preferred
- At least five years of teaching experience and experience in a leadership or management position is required
- Experience researching, writing, and fulfilling government and community grants
- Excellent verbal communication skills, high energy, and enthusiasm
- Flexibility and the ability to problem-solve
- Innovative, creative, passionate, and motivated
- Maintain the high standards and quality of the Education Center programs
- Ability to pass a background check and become certified in CPR, First Aid, Kayak Instruction, and Water safety rescue
- Knowledge of Chesapeake Bay ecology and environmental issues facing the Bay preferred and interest in maritime heritage

Hours: Exempt (Salary); some evenings and weekends required. Flex schedules available.

Travel: Within Anne Arundel County

Compensation: The salary range for this position is \$70,000 to \$75,000 and is based upon a wage analysis across the organization. The Annapolis Maritime Museum & Park values work-life balance and a family-friendly atmosphere. Our paid time-off includes 3 weeks of vacation leave, 8 paid holidays, 3 floating holidays, and additional leave options. In addition, our benefits package includes 100% company paid medical, dental, and vision insurance for the employee, company paid life insurance, AD&D, short and long-term disability, 401K retirement plan with employer matching up to 3%, and flexible work options including telecommuting and non-traditional work hours.

To apply, send cover letter and resume to volunteer@amaritime.org with the position title and your first and last name in the subject line.

The Annapolis Maritime Museum & Park is an Equal Opportunity Employer.
Visit our website at www.amaritime.org