

Community Engagement Manager of Academic Programs

MoSH

Located in Memphis, TN, MoSH (the Museum of Science and History; the Museum) is a well-established 501c3 that seeks to create a community of people who share a richer understanding of one another and the world around us. The Museum consists of the Pink Palace Museum, the Lichterman Nature Center, the Coon Creek Science Center, and other historical properties. We inspire discovery through collecting, preserving, and interpreting the cultural histories and natural sciences that shape our region.

Join our team as we embark on an exciting phase of executing our new vision. Our museum is committed to telling our story by:

- Advocating for Authenticity – Illuminate varying perspectives and uphold accurate interpretation, without glossing over tough ideas.
- Magnifying Belonging – Building active audiences through outreach, co-creation, and participatory inclusion.
- Embodying Holistic Stories – Incorporating context and presenting lesser known stories to portray a complete, systemic picture of the region and its history.
- Constructing Intersections – Creating welcoming common spaces that encourage serendipitous and unstructured engagement and foster meaningful interactions between diverse groups of people.

Responsibilities

The Community Engagement Manager of Academic Programs creates and leads student/youth programming, including on-site and outreach programs. The Manager also assesses program impact and reach and reports results to Director. Additional responsibilities include providing supervision and training for contract workers, part-time staff and volunteers. The Manager collaborates cross-departmentally writing content for web or print publishing, and providing content for grant proposals/reporting, etc. Includes tracking and logging budgets and attendance. This position also creates, plans and implements professional development programs for teachers. We look at each candidate in terms of combined skills; different combinations of skills can serve to qualify for the position.

Qualities

- Strong understanding of curriculum at the local, state and national level
- Strong understanding of current educational pedagogy
- Ability to foster teamwork and manage staff
- Ability to implement museum's strategic plan
- Understanding of museum assessment methods and techniques

- Excellent written, oral and interpersonal communication skills
- Dynamic and engaging personality
- Ability to build and maintain collaborative relationships
- Ability to work under pressure
- Experience managing multiple programs/events concurrently
- Customer-oriented
- Adaptable and flexible
- Strong skills with MS Office products

Range of Experience

- BA or BS degree
- 3-5 years of experience

Compensation

Compensation is commensurate with experience and abilities. The Museum offers a full range of benefits, including health care, vacation and sick leave, 401k, and death and disability insurance. The Museum also offers life, dental and vision insurance.

To Apply

Submit one document with cover letter (providing your salary requirements and how you learned about the position) and your resume via email to:

Alex Eilers
Administrator of Programs
MoSH
alex.eilers@memphistn.gov

Applications will be accepted until the position is filled. MoSH values diversity throughout our museum. In order to tell authentic, holistic stories of our region's history, culture and science, MoSH strives to create a diverse workforce to support our collections, exhibits and programming. MoSH is an Equal Opportunity Employer.

Writing samples, a short presentation, and references may be required from finalists. Academic, credit, and criminal background checks will be conducted before a final offer is made.

More information about MoSH can be found on our website at www.moshmemphis.com.