SCHOOL AND AFTERSCHOOL PARTNERSHIPS MANAGER

Description
The School & Afterschool Partnership Manager (SAP Manager) is a member of the Programs and Exhibit team, School and Afterschool Partnerships. This new team is responsible for the planning, related networking, logistics, and delivery of high quality, educational, fun, and engaging professional development and programmatic experiences for educators.

The main project the S&AP Manager will manage is a three-year, grant-funded initiative focused on supporting afterschool educators in implementing high-quality, hands-on, and playful STEAM learning in their programs. Afterschool educators/organizations will apply to participate and, in collaboration with other Museum colleagues, the S&AP Manager will help to assess and make recommendations on applicants, organize and facilitate professional development sessions, support a community of practice for afterschool educator participants, and generally remain in contact with program participants to ensure they are engaging in required grant work and that our program is meeting their needs.

The SAP Manager reports to the Director of School & Afterschool Partnerships and works in collaboration with other team members to meet the goals of this project, on time, on budget, and in keeping with the educational philosophies of the Museum. Other project work that falls under the purview of the SAP Manager includes supporting and collaborating with in-school educators to develop learning experiences for students PreK-5. The SAP Manager will also support the Museum’s own summer camp programming, serving as an educator working directly with children participating in the camp.

Responsibilities

- Be an active member of a team developing engaging, fun, and interactive STEAM programs and experiences for educators. This includes, but is not limited to:
  - Manage the development process for PD sessions, including brainstorming, planning and writing, testing and implementation, evaluation, and revisions, keeping team members informed and engaged throughout.
  - Network in order to build our community of afterschool educators. Develop relationships in support of addressing approved project goals. Communicate frequently with and maintain contacts with relevant stakeholders in order to understand needs.
  - Develop systems, planning schedules, to-do lists, staff assignments, and key dates and deadlines, and continue to monitor progress.
  - Work with a team to manage project schedules.
  - Manage recruitment of external participants, partners, and community organizations.
  - Keep within a given budget for identified projects.
  - Engage staff and participants to help execute vision for the project and deliver a high-quality product.
  - Incorporate feedback systems, which might include surveys or focus groups, evaluate the results, and create relevant reports and statistics.

Hiring organization
Boston Childrens Museum

Employment Type
Full-time

Job Location
308 Congress St, 02210, Boston

Working Hours
35 hrs/wk, M-F

Date posted
December 18, 2023
• Assist with planning and delivery of major team and Museum events, such as programming for holidays and school vacation week.
• During summer break, serve as an educator for the Museum’s summer camp program, developing activities for and providing direct supervision of campers.
• Communicate information about team initiatives to appropriate staff within the Museum, and to external audiences (educational developers, teachers, funders, etc.).
• Work with manager and other team members to implement initiatives that align with the Museum’s strategic plans.
• Liaison on behalf of the team for partners, community organizations, and networks related to project work. Identify potential new partners, building strong strategic relationships for the Museum.
• Serve visitors from diverse populations with age-appropriate programming, courteously and professionally.
• Support institutional and departmental initiatives, goals, and operations. Collaborate with Museum leadership to further the Museum’s mission, and to ensure a cohesive staff culture.
• Participate in required all-staff activities, discussions, meetings, and training.
• Other duties as assigned.

Qualifications

• College degree required, with related work in project management preferred, experience working in afterschool programming preferred.
• Experience working with children ages 0 – 10.
• A minimum of 5 years of work experience is required, with afterschool or other informal education experience strongly preferred.
• Excellent interpersonal skills and the ability to work well with diverse, intergenerational audiences, in an energetic, friendly, outgoing, and professional manner.
• Experience developing and implementing educational experiences, including public programs and activities.
• Demonstrated experience managing projects, developing products on-time and on-budget.
• Experience with and ability to network and forge collaborations with community partners.
• Excellent written and oral communication skills. Comfortable presenting to large groups.
• Excellent organizational skills.
• Fluency in a second language is strongly preferred.

Job Benefits
(Benefits eligibility is based on regular weekly hours per week)

• Health Insurance
• Dental Insurance
• 13 Paid Holidays
• Up to 12 Sick days
• Mass Earn Sick Time
• Up to 10 Vacation days
• 403(b) Retirement Plan
• Flexible Spending Accounts
• Qualified Transportation Accounts
• Life Insurance
• Short- Term & Long-Term Disability

Boston Childrens Museum

The Power of Play

https://bostonchildrensmuseum.org
• American Alliance Museum Access
• New England Museum Association Access
• Free Admission to 100+ Museums

Contacts
jobs@bostonchildrensmuseum.org

Working Conditions
Physical Demands: Frequently stand/walk, sit, perform desk-based computer tasks, and use a telephone. Occasionally kneel/crawl, twist/bend/stoop/squat and lift/carry/push/pull objects that weigh 21-40 pounds.

Work Environment: Ability to work in a lively, often noisy, and sometimes crowded environment with the public and with young children. Work is performed routinely within the Museum setting, but on occasion may require work performed outside. General office environment shared common office space and equipment.

Other Factors: Regular work schedule is M-F. Flexibility required to accommodate programming and special events, including early or late shifts. Some travel may be required.

About
OUR MISSION

Boston Children’s Museum engages children and families in joyful discovery experiences that instill an appreciation of our world, develop foundational skills, and spark a lifelong love of learning.

OUR VISION

Boston Children’s Museum is a welcoming, imaginative, child-centered learning environment that supports diverse families in nurturing their children’s creativity and curiosity. We promote the healthy development of all children so they will fulfill their potential and contribute to our collective well-being and future prosperity.

OUR VALUES