JOB DESCRIPTION

**Position Title: Director of Learning and Evaluation**

**Date: 24 March 2021**

**FLSA: Exempt**

**Department: Education**

**Division: Research**

**Reports To: Vice President of Conservation Science & Education**

**Grade Level: 41**

**Occupational Summary**

The Director of Learning and Evaluation applies current research in the areas of informal education, interpretation, and science education to design and implement dynamic programs for delivery on-site, in the community, and virtually. . The Director helps create a continuous pathway of science and environmental learning, from preschool to graduate school, including an equitable and inclusive environment that will also draw new and underrepresented audiences to the field. The Director ensures the department’s programs and initiatives are developed and executed in line with the Tennessee Aquarium mission, institutional priorities, and strategic plan, which reflect the value and importance of diversity, equity and inclusion. The Director is responsible for providing support, guidance, and growth opportunities so that education staff, as well as all Aquarium employees who work with guests, are able to facilitate engaging learning experiences. The Director also oversees evaluation of Aquarium programming and exhibits in order to ensure they are effective, engaging, and aligned with our mission.

**Essential Duties and Responsibilities**

1. Demonstrate commitment to Tennessee Aquarium’s vision, mission, and values, and provides a professional, creative and innovative vision for staff.
2. Lead the development, implementation, and evaluation of cutting-edge educational programming and outreach to bring science content, particularly focused on aquatic and environmental science, to students of all ages and their teachers. Educational locations include the Aquarium, Conservation Institute and IMAX, as well as both off-site and virtual venues.
3. Recruit, hire, coach, supervise, and evaluate the Education staff while providing on-going opportunities for their future growth and development in the field. Mentor Education staff, as well as interested volunteers, fellows, and seasonal staff, to foster a mindset of lifelong learning, particularly focused on best practices in teaching and learning.
4. Build new, and strengthen existing, partnerships in the community through participation in collaborative programs and outreach initiatives. Network with other formal and informal education organizations nationally to share and acquire additional knowledge for continued professional learning of the department. Expands access to, and engagement in, scientific inquiry for all audiences, and particularly for underserved communities in our region.
5. Evaluates success of Aquarium programming and exhibits, including visitor surveys, focused inquiries, and specific initiatives. Works closely with Visitor Services managers for delivery of surveys and to implement changes as reflected by surveys.
6. Oversees program development for high quality interactions with guests in the galleries. Works with Visitor Services managers to provide professional development for Aquarium staff and volunteers who directly work with guests. Fosters growth mindset among all staff.
7. Manages the annual budget and financial goals for the Education Department, including earned revenue from programs such as summer camp or overnights. Works with the Vice President of Conservation Science and Education and Development Department to increase available resources through fundraising and grantwriting.
8. Works with the husbandry team to oversee the care, use, and collection plan for the Ambassador Animal Collection.
9. Participate in aquarium-wide and cross-functional teams, projects, or meetings, particularly with the Conservation Institute. Maintain and grow an environment that empowers staff to contribute to a culture of cross-departmental collaboration.
10. Execute approval processes for human resources and accounting in a timely manner.

**Knowledge, Skills and Abilities Required**

* Working experience in an environmental or museum education organization
* Understanding of recent research in informal learning and science education
* Familiarity with current practices in museum/informal evaluation
* Excellent skills in managing, motivating, and inspiring staff
* Excellent interpersonal/communication skills
* Handles multiple projects and requests in an organized, efficient, and timely manner.

**Educational/Experience Requirements**

* Bachelor’s degree in Education, Science or related field
* Master’s Degree in Education, Science, or a related field preferred
* Minimum of 5 years in management role in a team environment
* Experience in budget management and departmental oversight
* Proven success in an informal education setting

**License or Certification Required**

None

**Supervises (check organizational chart)**

The Director of Learning and Evaluation currently supervises four full-time staff. We plan to hire another four full-time staff immediately, with plans for further growth as the economic impact of the pandemic lessens.

**Working Conditions**

Normal office environment

Some hot, wet or cold conditions (outdoor programs)

Some weekend or evening work required

**Physical Demands**

Lifting 20-25 pounds

Moving items from building to building

Moving between buildings

**Employee Acknowledgement:** **Date:**

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not construed to be an exhaustive list of all job duties performed by the personnel so classified.