

**Position:** Education Programs Manager  
**Department:** Education  
**Reports To:** Director of Education  
**Status:** Full-Times, Exempt, 40 hours weekly

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### **JOB DESCRIPTION:**

Descanso Gardens seeks an Education Programs Manager to lead creation, implementation, and evaluation of educational programs that meet the needs of diverse audiences and support institutional mission and priorities. Major areas of responsibility include public programs, school programs, and volunteer programs (including training, supervision and scheduling). Under the direction of the Director of Education, the Education Programs Manager provides leadership and strategic direction to Education staff and works closely with senior managers on major projects and initiatives. This position is highly visible working directly with schools, visitors, and volunteers of Descanso Gardens in addition to working with internal and contracted team members.

### **JOB CLASSIFICATION:**

This is a full-time exempt position and includes evening and/or weekend hours, depending on the needs of the organization. At time of hire, the agreed upon schedule is Tuesday through Saturday, 8:30am-5:00pm.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES include but are not limited to:**

- Works with Director of Education to execute strategic planning and both short and long-term goal setting for the Education department.
- Oversees program/project budgets and assists with managing departmental budget.
- Supervises and trains Education program staff.
- Leads the day-to-day operations of School Programs, Public Programs and Volunteer Programs.
- Responsible for the organization, development and delivery of educational content and programs. Works with Education team to ensure:
  - Oversight of logistics and content development.
  - Timely communication and contracting with outside contractors.
  - Effective collaboration and communication with departments across the institution.
  - Management of Education department outreach efforts and coordination with the Marketing department to promote and support participation in school and public programs.
  - Completion of contracts, grounds reservations, set-up and work-order requests, class and event registration and rosters.
  - Day-of coordination of programs including set-up and break-down.
  - Facilitation of programs with the public, including school tours, public garden tours, crafting activities, and other programs as needed.
- Participates in cross-departmental working groups.
- Represents Education department at events and meetings.
- Builds and manages relationships with community partners.
- Coordinates, schedules, trains, and supports programs volunteers.
- Responds to Education program inquiries by phone, email and in person.
- Assists with yearly reports, evaluation of departmental performance, and performance reviews.
- Other duties as assigned.

### **EQUIPMENT USED and PHYSICAL DEMANDS:**

- Computer, phone, calculator, copier, printer, hand-held (two-way) radio, sound system, projectors, golf cart.
- Must be physically able to walk to various locations within the Gardens, which are not accessible via motor vehicle, and must be able and willing to work outside in all weather conditions.

- This position occasionally requires lifting of up to 15 pounds.

**QUALIFICATIONS AND REQUIREMENTS:**

- College degree or comparable experience in education, science, or related field required.
- A minimum of 2 years managerial experience in development, implementation, and evaluation of education programs in an educational or cultural setting.
- 2 years teaching experience required. At least 1 year experience working in an informal education setting preferred.
- 1 year managing staff or volunteers required.
- 1 year event or program production required.
- Working knowledge of informal learning theory and practice, museum visitor studies, and outdoor education.
- Well-developed interpersonal skills including the ability to work with colleagues, trustees, volunteers, and community leaders.
- Effective oral and written communication skills, including presentation skills with the ability to interact with employees at all levels of the organization as well as with external contacts, program participants, and general public.
- Demonstrated ability to manage and coordinate a team.
- Highly developed organizational skills, ability to conceive and implement events from inception to completion.
- Ability to respond flexibly and well in a dynamic work environment.
- High degree of discretion and sense of appropriateness. Ability to manage contractor files, including agreements and payment information, responsibly and respectfully.
- Other critical attributes include a high degree of warmth, strong interpersonal communication skills and a well-developed sense of humor. It is essential that the candidate have the flexibility and philosophical orientation to function effectively with staff, team members, students, teachers, parents and volunteers.
- Intermediate knowledge of Microsoft Office, Gmail, Google calendar, Google docs and Zoom required. Experience with Volgistics and Altru/Blackbaud is highly desirable but not required.
- Basic knowledge of business processes such as accounts receivables, accounts payables.
- A valid CA Driver's License is required.
- Must be willing to work flexible hours based on the operational needs of the department.
- Bilingual (English/Spanish) preferred, but not required.

**COMPENSATION:** Up to \$70,000 annually

**To apply:** Interested parties may apply by submitting a MS Word or PDF Letter of Interest and Resume to [jobs@descansogardens.org](mailto:jobs@descansogardens.org) with [EDU202210](#) in the subject line. We will accept resumes until the position is filled.

No phone calls, please.

Descanso Gardens Guild Inc. acknowledges that equal opportunity for all persons is a fundamental human value. Each employee will be considered based on individual ability and merit, without regard to race, color, age, religion, national origin, disability, sexual orientation, gender, or marital status.