

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

**JOB DESCRIPTION:**

Descanso Gardens seeks an Education Programs Manager to supervise the 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, strategic direction, and program support to Education staff, and works closely with senior managers on major projects and initiatives. This position is highly visible, and works with external partners such as 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:**

- Work with Director of Education to execute strategic planning and both short and long-term goal setting for the Education department.
- Oversee program/project budgets and assists with managing departmental budget.
- Supervise and train Education program staff.
- Lead the day-to-day operations of School Programs, Public Programs and Volunteer Programs.
- Implement procedures for effective communication and efficient operation.
- Responsible for ensuring the organization, development and delivery of educational content and programs, including:
  - 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.
- Participate in cross-departmental working groups.
- Represent the Education department at events and meetings.
- Build and manage relationships with community partners.
- Coordinate, schedule, train, and support program volunteers as needed.
- Respond to Education program inquiries by phone, email and in person.
- Assist 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 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.
- Experience managing the development, implementation, and evaluation of education programs in an educational or cultural setting.
- Demonstrated ability to manage and coordinate a team.
- Working knowledge of informal learning theory and practice, museum visitor studies, and outdoor education.
- The ability to communicate and interact effectively with colleagues at all levels of the organization, as well as with trustees, volunteers, community leaders, external contacts, program participants, and general public, including:
  - Well-developed interpersonal skills
  - Effective oral and written communication skills (including presentation skills)
  - A high degree of warmth
  - A well-developed sense of humor
  - The flexibility and philosophical orientation to function effectively in this work environment.
- Highly developed organizational skills, ability to conceive and implement events from inception to completion.
- High degree of discretion and sense of appropriateness. Ability to manage contractor files, including agreements and payment information, responsibly and respectfully.
- Ability to respond flexibly and well in a dynamic work environment.
- 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 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.

