

Project Director
Center for Informal Learning and Schools (CILS)
Regular, Full-Time Position

The Exploratorium is a not-for-profit museum dedicated to the public understanding of science, art, and human perception. It has pioneered the role of museums as active teaching centers with original programming based on an interactive approach to learning. It serves as an interdisciplinary resource for schools, universities, scientists, and artists, as well as for the public.

Job Information
www.exploratorium.edu/jobs
resume@exploratorium.edu

SUMMARY

The Center for Informal Learning and Schools (CILS), in partnership with several academic and research institutions, conducts research and provides professional development that aims to reimagine STEM education through strengthening connections between research and practice across formal and informal settings. CILS is currently leading three major projects funded by the National Science Foundation and other private foundations. This work involves developing new models for the relationship of research and practice in STEM education; conducting research on the relationship of research and practice in STEM education; leading a statewide tinkering in afterschool professional development institute; and staging a number of national conferences and workshops to engage a broad constituency (scholarly, practitioner, and policy-oriented) in related questions. A fundamental interest of CILS is how learning develops across time and setting, and how different institutional settings (school, afterschool, museum, community, home, etc.) can be leveraged to support and advance the learning of young people, particularly those from communities historically underrepresented in STEM fields.

The Exploratorium is seeking a full-time Project Director, with firsthand experience in research-practice partnerships, to help build and maintain direction and critical infrastructure for this work. Responsibilities include the programmatic and administrative direction of these projects; oversight and coordination of national workshops and conferences; management of evaluation and dissemination; and budget management.

Successful candidates will have a demonstrated interest in questions relating to research and practice in STEM education, and the role of informal settings in supporting learning and development. Prior research or familiarity with the literature is a plus. This position is well suited to a recent doctoral candidate who wants to maintain links with academic scholarship but seeks to work in a non-profit community based organization like the Exploratorium. The Project Director will report to the Director of CILS, with whom she/he will closely collaborate, and will also need to be responsive to and coordinate the efforts and needs of several different program leaders and partners at a number of universities and research agencies. The Project Director will be supported by an administrative Project Coordinator.

ESSENTIAL FUNCTIONS

- Oversee the development of several projects that relate research and practice in science and math education (track project activities, develop agendas, lead dissemination strategies)
- Facilitate communication with individuals and organizations involved in the program
- Oversee project timelines, scheduling and workflow
- Oversee planning and logistics for conferences and workshops

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- Oversee ~\$1.5 M annual budget, including preparing budget and narrative reports for funders.
- Ability to work collaboratively and direct the work of others
- Ability to communicate successfully across a wide range of internal and external partners
- Provide oversight for project website and other dissemination vehicles
- Create and oversee organizational and administrative systems
- Handle multiple tasks and deadlines in a fast paced environment
- Other duties as assigned

MINIMUM QUALIFICATIONS

- MA, and 5 years' experience as a project director in an academic or educational learning setting, or an equivalent combination of training and experience
- Demonstrated experience in a significant research-practice partnership project
- Familiarity and/or professional experience with research in the learning sciences, and the relationship of research and practice, including
- Experience in project management at a large non-profit program or organization
- Experience coordinating logistics of large-scale events or conferences
- Experience working with large budgets, and federal grants
- Proven ability to be extremely detail oriented, precise, and flexible
- Experience working with, responding to, and juggling, the needs of multiple players representing different institutional needs and cultures (academic and non-academic)
- Flexibility to travel
- Experience working with distant partners, colleagues, and supervisors via email, phone, etc.
- Excellent written and oral communications skills
- Ability to move from place to place; use a computer terminal and telephone; able to lift and carry up to 25 pounds short distances; can bend, twist, reach, grasp

APPLICATION DEADLINE

Open until filled

HOW TO APPLY

This is a regular, full-time (37.5 hours per week), exempt, management position that includes full benefits. To apply, please send cover letter and resume to:

Exploratorium, 3601 Lyon Street, San Francisco, CA 94123

Fax: (415) 885-6016

E-mail: resume@exploratorium.edu

No phone calls please

The Exploratorium is committed to a diverse workforce.