MONTSHIRE MUSEUM OF SCIENCE

Position Announcement
Posting date: July 23, 2026

Education Program Manager – STEM and Technology Education Specialist. Montshire Museum of Science, in Norwich, VT, seeks an enthusiastic and engaging individual with a strong background in informal science education, specifically robotics/coding, engineering, chemistry, and/or physics, to serve as *Education Program Manager – STEM and Technology Education Specialist.*

The Education Program Manager – STEM and Technology Education Specialist is a member of the Montshire's Science Education team, and serves as the programmatic lead for the development, delivery, evaluation and administrative coordination of school-aged STEM programs (K-8) at the Montshire, while also working as part of the larger Science Education team to ensure engaging, enriching, and memorable experiences in science for the Montshire's broader audiences on and off-site.

Please note: this is a full-time (37.5 hours/week) exempt position that includes full Montshire Museum of Science benefits. Some evening/weekend work and occasional travel is required.

Application Instructions

Education Program Manager – STEM and Technology Education Specialist at Montshire Museum of Science

We welcome your application for the position of **Education Program Manager – STEM and Technology Education Specialist** at the Montshire Museum of Science.

Please review the attached position description and include the following four items with your application:

- 1-page cover letter
- Resume
- 1-2 page bullet-list summary that explains how your previous experience supports each of the duties and responsibilities listed in the position description
- List of 3-4 references. Please provide the affiliation, day and evening phone numbers, mailing address, and email address for your references. (*Do not send letters of reference – we will contact references directly.*)

Please email your application as a Word or PDF file to:

- Jobs@Montshire.org by **Friday, August 21 , 2026**
- Please do not send your application embedded in the text of an email message.
- After you submit your application, we will confirm with you by email that your materials have been received and your application is complete.
- We anticipate a target starting date of early **October 2026.**

Thank you for your interest in the Montshire Museum of Science. We look forward to reviewing your application!

Montshire Museum of Science Job Description
Education Program Manager – STEM and Technology Education Specialist

DEPARTMENT: Education

SUPERVISOR: Director of Education

The Education Program Manager – STEM and Technology Education Specialist is a member of the Montshire's Science Education team, and serves as the programmatic lead for the development, delivery, evaluation and administrative coordination of school-aged STEM programs (K-8) at the Montshire, while also working as part of the larger Science Education team to ensure engaging, enriching, and memorable experiences in science for the Montshire's broader audiences on and off-site.

RESPONSIBILITIES

STEM Programming (65%)

Program Development. Develop and expand dynamic STEM programming, specifically in the areas of robotics, coding, engineering, building/making, and the physical sciences for grades K-8 for delivery through various museum programs (such as drop-in programs, outreach, field-trip programs, workshops, summer and vacation camps, etc.) Ensure that school program content appropriately supports standards for elementary and middle school education. Serve as a programmatic lead for homeschool program and various camp programs.

Program delivery. Implement STEM programming through facilitation of drop-in programs, workshops, field trips, camps and outreach. Support the larger Education team by serving as a rotating floor Explainer and by assisting with programming for special events. Play key role in training Summer Camp staff assigned to STEM, robotics, coding, engineering, and building/making sessions. Serve as lead for coordinating and delivering STEM outreach programs for elementary and middle school (focus K-8) and community organizations.

Program Evaluation. Work collaboratively with Education team to regularly evaluate new and existing programs. Participates in data collection, documentation and reporting.

Teacher, Explainer, and Science Communication Support (20%)

Teacher Professional Development. Provide support for the development, coordination and implementation of teacher professional development opportunities that advance inquiry-based STEM education for elementary and middle school teachers, including leading activity sessions and presenting on STEM education.

Museum Explainer Support. Work with Montshire volunteer Explainers to integrate them into the Montshire's education team and build their confidence in leading drop-in programs in the museum.

Other / General Museum (15%)

General Program Coordination. Tracks and confirms registration, participation, expenses and revenue associate with programs under management.

Cross-department collaboration. Works collaboratively with Montshire staff on museum-wide initiatives such as volunteer training, strategic/grant planning, and marketing. May participate in grant projects. Advise on STEM content for new exhibits under development.

Special Events. Attends, plans, and provides staffing support to special events (may involve occasional evenings and weekends).

SUPERVISION OF OTHERS

While this position does not have primary supervisory responsibility for other staff members, she/he may help coordinate efforts of camp staff and/or select volunteers.

KNOWLEDGE, SKILLS, AND EXPERIENCE REQUIREMENTS

- Four-year college degree in STEM field required; graduate degree (MS or PhD) in robotics/coding, engineering, chemistry, or physics, strongly preferred
- Strong background in hands-on robotics, coding software, and 3D printing, strongly preferred
- Experience in teaching or guided facilitation required, preferably in information educational settings with children and families
- Demonstrated understanding of informal learning and inquiry-based approaches to learning with the ability to communicate scientific content and concepts effectively to diverse audiences
- Interest and enthusiasm for working with visitors of all ages, backgrounds, and abilities and commitment to creating a welcoming and inclusive learning environment
- Growth mindset with desire to expand abilities, conceptual understanding and knowledge
- Bilingual (English-Spanish) or fluency in Spanish, desirable
- Clean driving record

WORKING CONDITIONS

- Congenial and fast-paced non-profit museum environment. Work includes teaching in classroom, off-side and outdoor settings (including in inclement weather.)
- Must work well independently as well as in a team setting.
- May be asked to drive Museum vehicles, including minivans, small trucks, or cars with trailers for off-site programs.
- Flexible thinking and ability to adjust expectations as needed
- Able to lift and carry 50 pounds; able to climb stairs and ladders, and to navigate outdoor landscape and hiking trails
- First aid training required; training is provided
- All Montshire employees are subject to a criminal background check
- Montshire Museum of Science requires that all employees and volunteers be fully vaccinated against COVID-19

TIME COMMITMENT

- Full-time hourly position (37.5 hours/week) exempt position
- General schedule: Monday – Friday with occasional rotating weekends
- Occasional early mornings and evenings required

SALARY AND BENEFITS

Salary: $47,000 – 50,500 depending on education, skills and experience. Full Montshire benefits, including health insurance, 403(b) retirement savings, paid sick leave, paid vacation and personal time, life insurance, and short- and long-term disability insurance.

The Montshire Museum of Science is an Equal Opportunity Employer.