

POSITION DESCRIPTION

POSITION TITLE: Education Curator

UPDATED: May 2017

SUPERVISOR'S TITLE: Director of Communication

FLSA Status: Exempt

PURPOSE

The Education Curator creates, plans, writes, administers, facilitates, and evaluates zoo education curriculum and program strategies for a variety of audiences within the zoo and the community to support the zoo's conservation and educational mission. This position also contributes to positive guest experiences and performs other duties as required.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS

- ▶ Plans, organizes, and implements educational content for zoo programs for children and adults, including school programs, outreach, and staff training based on need, program development, staffing, and evaluation; makes programming recommendations to the Director of Communication.
- ▶ Updates and evaluates all programs and curricula annually, creating new programs and education initiatives when appropriate; ensures that zoo programs and curricula meet Indiana academic standards and national science benchmarks and align with the zoo's educational objectives and mission.
- ▶ Oversees and directs all on-grounds educational initiatives including camps, classes, overnight experiences, and the interpreter program, ensuring all initiatives and curricula align with the zoo's educational objectives and mission.
- ▶ Recruits, hires, trains, and manages full-time, part-time, and seasonal instructors for zoo programs, camps, overnights, and classes; evaluates instructors for effectiveness; makes recommendations for improvement.
- ▶ Provides training and continuing education in basic biology, zoology, and educational theory to paid program instructors; supports instructors with timely, relevant communication and up-to-date program materials.
- ▶ Participates in collection planning for the Program Animal collection; makes recommendations for new species in collaboration with Section Supervisor of Program Animals.
- ▶ Develops and maintains effective relationships with target audiences in order to collaborate and identify resources; researches, designs, and implements strategies for involving target audiences in education department initiatives.
- ▶ Participates, teaches, and/or presents various educational programs and presentations.
- ▶ Provides support and assists with training zoo volunteers and docents when appropriate.
- ▶ Monitors the income and expenses of each program; develops program budgets.
- ▶ Receives, reviews, prepares, and/or submits various reports and records, including curricula, lesson plans, fact sheets, copy, program outlines, grant reports, and general office correspondence.
- ▶ Maintains familiarity with current research, trends, technology, and learning concepts in teaching and education.
- ▶ Coordinates program schedules with the program assistant; maintains and organizes program supplies and materials; orders needed supplies.
- ▶ Creates, implements, and disseminates copy and content for internal and external publications.
- ▶ Crates, transports, and handles animals for program presentations from the Program Animal collection; assists with development of training programs for individual animals.
- ▶ Manages the annual budget for all education department programs, and assists in the annual budget development.
- ▶ Assists the Director of Communication in coordinating the implementation of the zoo's strategic

plan; performs a variety of skilled/unskilled tasks as needed and as assigned by the Director of Communication.

- ▶▶ Collaborates with zoo staff to write and develop grant proposals and reports; oversees grant fulfillment budget expenditures when applicable.
- ▶▶ Assists with special projects and helps other zoo employees as needed.
- ▶▶ Actively contributes to positive guest experiences.

SUPERVISORY FUNCTIONS

- ▶▶ Assists in determining staffing needs; interviews, hires, and orients all staff; prepares and administers regular evaluations; conducts disciplinary and termination conferences.
- ▶▶ Provides support and supervision to staff.

EDUCATION AND/OR EXPERIENCE

To perform this job successfully, an individual must have the following education and/or experience.

- ▶▶ Valid driver's license is required.
- ▶▶ Bachelor's degree in education, a biological science, or a closely related field is required.
- ▶▶ Five years of teaching experience is required.
- ▶▶ A proven record of developing multiple creative, innovative, net revenue-generating programs is required.
- ▶▶ Three years of supervisory experience is preferred.
- ▶▶ Experience in a zoo, aquarium, or museum related experience is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ▶▶ Knowledge of conservation, nature education, and zoo experiences in order to communicate the zoo's mission.
- ▶▶ Knowledge of biology, zoology, environmental, and conservation issues, learning and curriculum development principles, teaching aids, biofacts, and related items.
- ▶▶ Ability to translate scientific information into compelling material suitable for an array of audiences.
- ▶▶ Ability to tailor messages to appropriate audiences.
- ▶▶ Skill in researching and writing informational materials and reports.
- ▶▶ Ability to analyze departmental data and provide recommendations.
- ▶▶ Knowledge of the fundamentals of grant proposal preparation.
- ▶▶ Ability to maintain a professional appearance and provide a positive image to the public.
- ▶▶ Knowledge of animal-handling principles and practices is preferred.
- ▶▶ Ability to work with minimal supervision.
- ▶▶ Ability to professionally and effectively communicate with others through written correspondence.
- ▶▶ Ability to troubleshoot, analyze situations, and make sound business decisions.
- ▶▶ Ability to make independent decisions and manage time effectively.
- ▶▶ Knowledge of Microsoft Office software.
- ▶▶ Strong organizational skills.
- ▶▶ Knowledge of general office procedures and practices.
- ▶▶ Knowledge of correct grammatical usage, punctuation, etc.
- ▶▶ Ability to create and manage budgets.
- ▶▶ Ability to effectively and proactively train and supervise employees.
- ▶▶ Ability to make independent decisions and delegate responsibility and duties.
- ▶▶ Knowledge of management practices to direct staff.
- ▶▶ Ability to work a highly flexible schedule; weekend, evening, holiday, and irregular hours will be required.
- ▶▶ Ability to handle confidential information.
- ▶▶ Ability to understand and follow all safety regulations.
- ▶▶ Ability to handle multiple tasks simultaneously.
- ▶▶ Ability to arrive to work on time and maintain a positive attendance record.
- ▶▶ Ability to serve in every respect and at all times as a goodwill ambassador for the Fort Wayne

Zoological Society and the Fort Wayne Children's Zoo in contacts with zoo visitors and the general public.

- » Ability to deal tactfully and politely with guest questions and misbehavior.
- » Excellent communication skills, both verbal and written, to establish and maintain effective working relationships with staff, volunteers, and the public.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- » Ability to operate office equipment, including computers, copiers, fax machines, and phones.
- » Ability to professionally and appropriately interact and communicate with others, both in person and through phone, email, and written correspondence.
- » Ability to regularly travel to assigned areas several times per day and efficiently enter all assigned areas.
- » Ability to negotiate a confined workspace while working with one or more coworkers.
- » Ability to read reports, receipts, and other statements.
- » Ability to handle and restrain a variety of small animals in a program setting.
- » Ability to properly lift and carry items up to 25 pounds.
- » Ability to stand and sit for periods of time and to move intermittently throughout the workday.
- » Good speaking and listening skills.
- » Ability to perform focused work with close attention to detail.
- » Ability to work both indoors and outdoors, with exposure to extreme temperatures and inclement weather conditions; the environment may include wet, icy, or muddy conditions.
- » This position may include exposure to hazardous materials, fumes/odors, dirt, and dust.
- » This position may include exposure to potentially dangerous animals.