



**Job Title:** Director of Education & Interpretation

**Job Status:** Full-time, Salary, Exempt

**Department:** Education & Interpretation

**Reports to:** General Manager

### **General Summary of Job Duties**

Lead the vision, direction, and daily operations of the Education & Interpretation department to ensure its work actively advances the Aquarium's mission. The team engages guests of all ages, including students, by delivering dynamic, educational and immersive interpretive experiences that connect them with aquatic life and conservation across diverse settings.

### **Principle Responsibilities and Duties**

- Serve as an active member of the senior leadership team, contributing to strategic planning and initiatives that move the Aquarium forward in a positive, mission-driven direction.
- Provide leadership, supervision, coaching, recruitment and ongoing development for the Education & Interpretation team.
- Manage all departmental operations, including budgeting (expense and revenue), administrative processes, staffing, educational facilities and supply needs.
- Oversee the creation, delivery and evaluation of educational and interpretive programs designed to enhance engagement for general audiences, K-12 students, families and diverse community groups.
- Develop educational programs and materials aligned with State of Ohio curriculum standards.
- Direct all signage and interpretive media needs, including research, content writing and collaboration with designers and vendors for production and installation.
- Oversee the development, scheduling and execution of birthday party and celebration programs, ensuring high-quality guest experiences and efficient coordination of all bookings and event logistics.
- Partner with internal departments to ensure exceptional guest experience and support the development of interactive, immersive and engaging gallery spaces.
- Collaborate closely with the Marketing team to produce educational materials and create content for the website, promotional campaigns and print assets.
- Cultivate and maintain strong relationships with schools, community partners and other strategic organizations to expand educational reach.
- Track progress toward departmental goals and provide annual partnership reports and updates.
- Oversee the scheduling, booking, and execution of educational group visits, programs and facility rentals.
- Ensure all interpretive information, guidelines and related materials remain accurate and up to date.
- Establish, document and refine interpretation processes and training to support daily talks, demonstrations and guest interactions.
- Participate in ongoing professional development to stay current with museum-field best practices and trends in education and interpretation.
- Expand audience reach through participation in and coordination of community outreach events.
- Partner with the General Manager to research, write and track supplemental funding opportunities that support educational scholarships and programs in collaboration with the Splash Fund.
- Support organization-wide sustainability initiatives by helping train staff and implement environmentally responsible practices on property.
- Perform additional responsibilities as assigned by the General Manager.

## **Skills, Education and Other Requirements**

- Bachelor's degree in Education, Museum Studies, Biological Sciences, Environmental Studies, Interpretation or a related field; Master's degree preferred.
- Minimum three years of experience in informal education, museum or aquarium interpretation, visitor-focused learning environment or equivalent.
- Proven experience leading teams, developing educational programs and managing departmental operations.
- Strong understanding of inquiry-based learning, interpretive best practices and audience-centered engagement strategies.
- Knowledge of aquatic ecosystems, conservation principles and environmental education, or a willingness to learn.
- Demonstrated ability to design and deliver engaging, mission-aligned learning experiences for diverse audiences, including K–12 students.
- Outstanding leadership skills with the ability to mentor, motivate and develop staff.
- Excellent written and verbal communication skills, including experience writing educational content, interpretive materials and curriculum.
- Strong collaboration skills and ease working across departments.
- Ability to manage multiple projects, priorities and deadlines in a fast-paced environment.
- Proven ability to build and sustain partnerships with schools, community organizations and educational institutions.
- Competence in collecting, analyzing and reporting data to assess program effectiveness and organizational impact.
- Creative problem-solver with adaptability and a proactive approach to innovation.
- Ability to work a flexible schedule, including occasional weekends, holidays and evenings as needed for programs and events.
- Able to respond to situations and emergencies in a timely manner.

## **To Apply**

Greater Cleveland Aquarium is committed to providing equal employment opportunities for all.

For consideration, please provide your cover letter and resume to:

Stephanie White, General Manager

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216.862.8803 ext. 7712