



MYRIAD GARDENS FOUNDATION  
Director of Education Job Description

**Job Title:** Director of Education

**FLSA Status:** Exempt

**Reports to:** Executive Director

**Work Schedule:** Full Time; occasional evenings and weekends.

**Posted:** March 20, 2018

### Myriad Botanical Gardens

Myriad Botanical Gardens is a beautiful and unique 15-acre botanical garden and urban park located in downtown Oklahoma City. In addition to outdoor gardens, the Gardens also features a 10,000 sq. ft. tropical plant conservatory. The Myriad Gardens Foundation is the 501 c (3) nonprofit organization that manages the Myriad Botanical Gardens and the 70-acre Scissortail Park which is adjacent to the Gardens which is due to be completed and open in the summer of 2019.

In 2011, the Gardens underwent a complete transformation thanks to a private and public investment of \$50 million which enabled the Gardens to update its iconic Crystal Bridge Tropical Plant Conservatory, construct new gardens and visitor facilities and amenities with the goal to make it a top public garden and active urban green space. In 2015, the Myriad Botanical Gardens was awarded the Urban Land Institute's prestigious Urban Open Space Award to recognize the Myriad Botanical Gardens' excellence and success in its transformation as a beautiful, educational and vibrant urban site.

The outdoor gardens now include: a native plant garden, lakeside gardens, demonstration gardens, shade gardens, a children's garden, a native prairie garden, ornamental grass gardens and more. New visitor experiences include: a variety of water features, a children's playground, dog park, seasonal restaurant, open air stage and lawn for the performing arts and a seasonal ice skating rink.

Myriad Botanical Gardens management will be taking on the separately funded operation of the 70-acre Scissortail Park located two blocks south of the Gardens. The new park is a major \$150 million municipal project designed to add an innovative and ecologically rich garden/park destination space to the downtown filled with trees, gardens, expansive lawns, native prairie plantings, water features, community gardens along with additional facilities and amenities for recreation, cultural and environmental educational programming and special events for all ages.

### **Position Summary**

Reporting to the Executive Director, the Director of Education directs the development, implementation and evaluation of all educational and interpretive programs for youth, adults, schools, and community groups. This position supervises the Youth and Family Coordinator, Children's Garden Manager and Education Interns. The position also works closely with the Director of Horticulture, Events and Programs Manager, Director of Marketing and Communication and contributes to the planning, marketing, and implementation of programs, special events and exhibits. The Director of Education ensures that all Myriad Botanical Gardens' programs are planned and delivered to create the highest quality experience and engagement for all individual and group participants.

The Director of Education serves as ambassador at large for Myriad Gardens Foundation, and must demonstrate professional excellence and perform to the Myriad Botanical Gardens' standards of quality at all times.

### **Essential Duties and Responsibilities:**

- Directs and manages the planning, implementation and evaluation of a wide range of plant- and garden-related educational and interpretive programs for youth, adults, school, and community groups.
- Responsible for creating and implementing a diverse offering of year-round adult plant and gardening related classes, lectures, symposia, workshops and field trips.
- Ensure programming is relevant, creative, fun and marketable for specific and diverse audiences.
- Produce a quarterly written schedule of events with complete information and descriptions for all programs and events.
- Develop a long-range vision and comprehensive plan for fee-based programs built on understanding of trends and current topical awareness, assessment of current programs, current and potential audiences, the Gardens' goals and initiatives, potential strategic partnerships, and funding opportunities in alignment with financial goals.
- Develop, oversee, and evaluate all education programs for both adults and children; team with professional organizations to offer continuing education and professional development credits where appropriate.
- In collaboration with the Children's Garden Manager, develop and implement theme gardens, seasonal exhibits and engaging activities for youth and families.
- Develop and manage the Public Programs department budget to achieve revenue goals in alignment with the Gardens' strategy, mission, and goals.
- Hire, train, and supervise education staff and interns and train and supervise volunteers to assist in planning and implementing programs, especially those relating to school-related events and activities.
- Serve as the primary representative for community outreach to schools and other community groups.
- Act as liaison to the Gardens' education committee of the board of Directors.
- Performs other duties as may be assigned.

### **Supervisory Responsibilities**

Youth and Family Coordinator, Children's Garden Manager, Education Interns and Volunteers

### **Education and/or Experience**

- Bachelors' degree in Conservation, Botany, Horticulture, or related discipline.

- Entrepreneurial approach to education's role in nonprofit organizations so programs are profitable as well as of a high educational quality with demonstrated success in developing, executing, and evaluating education programs.

### **Computer Equipment and Software Requirements**

- Experience with MS Office including Excel and Power Point. Experience with Altru software a plus.
- Experience in use of standard office equipment.

### **Certificates, Licenses, Registrations**

- Obtain a valid Oklahoma Driver's License.

### **Skills and Abilities Required**

- Basic working knowledge of plant biology, botany and horticulture. Knowledge of regional flora a plus.
- Demonstrated experience and passion for creating and executing hands-on teaching, particularly about plants, gardening and the natural world.
- 3- 5 years of experience with the unique educational context of lifelong learning programs, such as those offered by museums, nature centers, botanic gardens, and community colleges.
- Experience building successful collaborations with other organizations and institutions, including academic institutions.
- Experience working with the public school system and familiarity with state education requirements.
- Fundamentally tech-savvy.
- Ability to multi-task and manage a changing, varied, fast-paced workload.
- Exemplary verbal and written communication skills and the ability to interact effectively with staff, volunteers, instructors, and partners. Must be comfortable with public speaking to various size audiences.
- Experience in developing and managing budgets.
- Experience in staff and team development and supervision.
- Ability to track detail and follow up to complete projects on time and on budget.
- Ability to determine priorities; ability to be both self-directed and work within a team environment.
- Must have the flexibility and willingness to work on occasional evenings and weekends when required.

### **Additional Job Requirements**

- Clearance of background check.
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### **Physical Demands**

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel, such as keyboarding and writing. The employee frequently is required to reach with hands and arms and talk and hear. Must have visual acuity to read and draft reports, memos, letters, etc. Specific vision abilities required by this job include vision adequate for the incumbent perform the responsibilities and functions of the job efficiently. Must be able to walk, climb stairs, kneel, crouch, crawl, and lift arms and hands above shoulder level. Must be able to lift and carry items up to 25 pounds occasionally. Must be able to manually operate and use a computer. Must be able to clearly hear and understand telephone conversations. Must be able to speak and communicate clearly in English. Fluency in other languages a plus.

### **Work Environment**

The employee will work in both an office and botanical gardens environment. Some locations visited during the course of executing job duties may not be wheelchair accessible; some time may be spent outside in various weather conditions.

**Compensation & Benefits:** Salary is competitive and commensurate with educational background and experience. Benefits include: paid holidays and vacation; health, dental, vision and life insurance; retirement savings plan; and opportunities for continuing education to encourage continual growth of employee's professional skills and networks.

**To Apply**

Please send a CV or resume with three references and cover letter directed to: Maureen Heffernan, CEO/President, Myriad Botanical Gardens and Scissortail Park. Please email application materials to: Julie Walker, Executive Assistant at: [jwalker@myriadgardens.org](mailto:jwalker@myriadgardens.org). Position will remain open until filled by a qualified applicant.