



Director of Education

About Myriad Gardens

Myriad Botanical Gardens is one of Oklahoma City's most beautiful and vibrant destinations offering visitors a 15-acre natural escape in the heart of downtown. Free and open to the public, the outdoor spaces include Park House Event Center, ornamental gardens, a children's garden and playground, Devon Lawn, lake, an off-leash dog park, water features including splash fountains for children and walking and jogging paths. Seasonal attractions include a winter ice rink and outdoor café.

The centerpiece of Myriad Gardens is the Crystal Bridge Conservatory, home to thousands of beautifully displayed tropical and desert plantings. The Crystal Bridge also features a visitor center, classroom, offices and event rental spaces.

Summary

The Director of Education directs development, implementation and evaluation of all educational and interpretive programs for youth, adults, schools, and community groups. This position works closely with the Director of Horticulture, Director of Public Events, Director of Marketing, and contributes to the planning, marketing, and implementation of education 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.

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 organization's goals and initiatives, potential strategic partnerships, and funding opportunities in alignment with financial objectives.
- 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 Education Department budget to achieve revenue goals in alignment with the organization's 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.
- Performs other duties as assigned.

Supervisory Responsibilities

- Youth and School Program's Coordinator
- Community Education and Engagement Coordinator
- Education Assistant
- Volunteers and VolunTeens, as needed for specific education programs and tours

Education and/or Experience

- Bachelors' degree in conservation, botany, horticulture, or related discipline.
- Entrepreneurial approach to education's role in nonprofit organizations to ensure 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 in use of standard office equipment.
- Experience with MS Office, including Excel and Power Point.
- Experience with Altru software a plus.

Certificates, Licenses, Registrations

- Valid Oklahoma Driver's License.

Skills and Abilities Required

- Basic working knowledge of plant biology, botany, horticulture and regional flora.
- Demonstrated experience and passion for creating and executing hands-on teaching, particularly about plants, gardening and the natural world.
- Three to five years' 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.

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.

Physical Requirements

- Must be able to use hands and fingers to handle, or feel, such as keyboarding or writing.
- Must be able to use reach overhead with arms and hands.
- Must be able to sit for extended periods.
- Must be able to see, hear, speak, read, and write to communicate effectively with others.
- Must be able to walk, kneel, crouch, crawl, bend, stoop, and climb stairs occasionally.
- Must be able to lift up to 25 pounds.
- Must be able to walk from office building to other Garden facilities.

Benefits

- Eligible for health, dental, life insurance, vision, long-term disability, voluntary life, accident coverage, 403(b) retirement plan, paid time off, and paid holidays.

To Apply

- Please email resume and cover letter with salary requirements to Careers@myriadgardens.org.
- You will be contacted only if considered for an initial phone or in-person interview.

Equal Opportunity Employer (EOE)

- Employer does not to discriminate against any employee or job applicant because of race, color, religion, national origin, sex, physical or mental disability, or age.