

Director of Education & Engagement

Reports to: President & CEO

Status: Full-time, Exempt

Hours: M-F, 9-5p; flexibility required in order to cover weekend and evening activities
(Adjustments may be needed in order to meet deadlines or attend meetings or special events.)

Supervises: Education staff, interns and volunteers

Job Summary: The Education Director leads the planning and execution of educational programs that support the Museum's mission. Manages Education staff and volunteers. Works closely with other Museum staff to develop and carry out effective and coordinated programming. Cultivates relationships with area schools, libraries and other supporters. Assists the President and CEO and VP of Development with communicating with donors who might provide financial support.

Essential Responsibilities:

- Lead planning, development, and execution of educational programs that support the Museum's mission, including school group visits, Museum school classes, day camps and summer camps, special focus days, and public programs.
- Lead digital learning strategy efforts to engage stakeholders and affinity learners with the tools of digital learning such as web, social media, video, AR, VR and interactives.
- Support the curatorial team in creating educational and interactive aspects of exhibitions.
- Make staff assignments to specific educational programs and plan and lead selected programs as appropriate.
- Work with other Museum staff to schedule and promote educational programs.
- Maintain relationships with area schools, libraries, and other community partners.
- Assist the President and CEO and VP of Development with cultivation of donor prospects who might support educational programs financially.
- Administer assessment tools and protocols to measure, interpret, and analyze the outcomes of Museum programming.
- Supervise and train Education department staff, interns and volunteers.
- Develop and manage the Education department budget.
- Facilitate the Programs Committee of the Board of Directors.
- Assist other programs and curatorial staff as appropriate.

Job Qualifications:

- Bachelor's degree
- 2 years supervisory experience
- Experience working in an educational setting; museum, K-12, or higher education preferred
- Strong communication skills with people of all ages, both children and adults
- Effective time management skills with the ability to prioritize tasks to achieve goals in a timely manner

- Experience with Microsoft Office and ability to learn and use the Museum's administrative software

Essential functions (ADA):

- Ability to work a full-time schedule which may regularly include evenings, weekends and some holidays.
- Ability to communicate and interact verbally, both in person and over the phone.
- Ability to use personal computers and operate general office equipment (e.g. copier).
- Substantial movements of the wrists, hands, and/or fingers.
- Exerting up to 10 pounds regularly, up to 30 pounds of force occasionally and/or negligible amount of force to lift, carry, push, pull or otherwise move objects.
- Visual acuity to determine the accuracy, neatness and thoroughness of work assigned.
- Ability to travel to and from job location.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee, and may include other duties as assigned.

Reviewed by: _____ Date: _____
(Employee, please print)

Employee Signature: _____ Date: _____

Mission

The only multidisciplinary museum of its kind in the nation, the Peoria Riverfront Museum is a community of visionary people dedicated to using art, science, history and achievement to inspire confidence, create a culture of life-long learning, and unleash the full talent and genius of every individual. The museum community is comprised of public visitors & members, board & advisory councils, Visionary Society donors & sponsors, civic leaders & community collaborators, students & educators, innovators & entrepreneurs, and volunteers & staff.