

## Director of Education and Engagement

Reports to: Chief Operating Officer

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 Director of Education and Engagement oversees the team responsible for public programming that serves diverse age groups, artist programs, and community partnerships that are aligned with the Museum's affinity strategy. The Director is a key liaison between the Museum and other arts, cultural, educational, non-profit, governmental, and civic organizations, and is responsible for connecting the Museum with its audiences through innovative participatory programming.

The Education and Engagement department employs the Museum's collections, exhibitions, films, and programs to tell stories that build confidence, create a culture of lifelong learning, and unleash the full talent and genius of every individual. Programs range from high-profile lecture events to weekend children's programming, gallery explorations, workshops and entertainment.

### **Essential Responsibilities:**

- Lead planning, development, and execution of educational programs that engage the public with the Museum's mission, including school group visits, museum classes, day camps and summer camps, special focus days, public programs, and interactive exhibition spaces.
- Manage, supervise and train Education and Engagement staff and volunteers
- Strategically balance departmental work across different target audiences and communities using budget and project management to ensure goals are met and programs are done on time and in scope.
- Develop and lead the Museum's Achievement Passport, a personalized interactive achievement program.
- 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.
- Assign staff to specific educational programs, support them in their efforts, and plan and lead selected programs as appropriate.
- Work with the Marketing team to develop and implement marketing efforts for programs.
- Maintain relationships with area schools, libraries, and other community partners.
- Assist the President and CEO and VP of Development with cultivation of philanthropic gifts that support education and engagement programs financially.
- Analyze and report on assessment tools that measure, interpret, and analyze the outcomes of programming.
- Develop and manage the Education and Engagement department budget.

**Job Qualifications:**

- Bachelor's degree
- 2 years supervisory experience
- Experience working in a museum or educational setting preferred
- Comfort with using video equipment to capture content for web, social media and content emails.
- A passion for communicating about art, science, history, and achievement in innovative ways that engage the public
- Strong communication skills with people of all ages
- 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: \_\_\_\_\_