

**The Square** seeks a Director of Education to lead and champion the museum's efforts related to education and interpretation. He/she provides the vision, strategic direction, and leadership to ensure the development, execution, and evaluation of the museum's mission-focused, user-centered programs and projects that connect onsite, offsite, and online audiences to the museum and its collections and special exhibitions. *This position is salaried, nonexempt. Salary: DOE; Benefits include Vacation, sick leave, and health insurance. To apply, please submit a cover letter, resume and application to [tracy@the-square.org](mailto:tracy@the-square.org)*

### **Director of Education**

In support of Paris Gibson Square, the Director of Education leads the organization in the development, implementation and evaluation of dynamic museum education programs for diverse audiences. Reporting to the organization's Executive Director, the incumbent will be responsible for providing creative and strategic leadership, as he/she oversees all aspects of education programs at The Square.

### **Specific areas of responsibility include:**

#### **Public Programs** (promote collection, research, exhibits):

Developing, maintaining and evaluating high quality education programs for The Square; aligning programs with curriculum standards. Creating educational offerings for a broad range of audiences related to temporary and permanent exhibits including: gallery talks, lecture series, workshops, demo labs, after school classes, adult learning, VSA and special educational programs, etc.

#### **Evaluation & Assessment:**

Developing and implementing program evaluation tools to measure and interpret outcomes, programs, goals and objectives such as: visitor response, class evaluations, and curriculum connections with content and program statistics.

#### **Relationships & Civic Engagement:**

Building and maintaining strategic relationships with academics, professionals, and community-based organizations. Presenting at conferences and teacher workshops, cultivating strategic partnerships with the educational, nonprofit community. Representing The Square at community events, exhibition openings and other events. Build and maintain relationships with public and private schools and universities, healthcare organizations, educational and art organizations, community agencies, libraries and archives, and museums across the state and nation; promote the museum's initiatives and best practices across the region, state, and nation through conferences, publications, board service, and presentations.

#### **Resource Management & Development:**

Managing department budget and program statistics. Grant management duties per contracts. Assist the Development Department to secure funding opportunities for museum programs, initiatives, exhibitions, endowments, and campaigns from government agencies, corporations, foundations, and individuals; work with staff to write grant reports for division initiatives, participate in cultivation meetings, and assist curators in the preparation of exhibition funding proposals; ensure that all funding stipulations are fulfilled.

#### **Communication:**

Effectively communicating, internally and externally, in writing and verbally. Collaborating with exhibitions and curatorial/content and marketing teams on education-related and museum-wide initiatives.

### **Training & Supervision**

Overseeing the hiring, training and development and evaluation/assessment of direct reports (classroom instructors, special workshop instructors), education volunteers, docents, as well as mentoring students and interns. Manage Staff, interns, and volunteers, ensuring they are knowledgeable about the collections and exhibits and share a common philosophy for user-centered design and audience engagement; mentor staff in the development of projects and programs, provide professional growth opportunities, and cultivate their leadership skills; identify and quickly resolve personal and/or process issues. Serve as an advocate for the museum's diverse audiences and accessibility efforts, including museums grounds and building accessibility, artwork interpretation, and archives, education, library, and technology initiatives; develop methods for reaching new audiences through new initiatives related to the museum's mission, collections, and exhibitions. Participate in the oral and written interpretation of the museum's collection by delivering programs and oversee interpretive and programmatic materials; build audiences for programs by working cooperatively with the Marketing department and staff to generate promotional and marketing copy for printed and electronic publications.

### **Additional Responsibilities**

Expand the museum's reputation for education excellence by providing ever-expanding vision and strategies. Maintain confidentiality of museum information; other duties as assigned.

### **Knowledge, Skills and Qualities**

- Demonstrate ability to work collaboratively in support of The Square's overall mission and department goals in order to achieve organizational excellence. Strong attention to detail. Ability to effectively manage multiple priorities and deal with shifting priorities. Commitment to professional growth and development of The Square employees with desire to increase knowledge about The Square and related topics.
- Knowledge of and ability to creatively apply contemporary educational methods and philosophies for multi-level cognitive and physical abilities, especially for informal learning environments. Strong knowledge and/or interest in contemporary and/or outside Art.
- Ability to provide flexible leadership, coaching and development to faculty members who have a variety of backgrounds.
- Demonstrated skills in establishing and maintaining effective working relationships with students, staff, faculty, and the public. Ability to work effectively with a diverse populations.
- Possesses clear and effective written and verbal communication skills
- Exhibit exceptional organizational skills with attention to detail.
- Exhibit interpersonal skills including questioning, listening and showing concern and respect for others. Demonstrated Computer literacy skills including working knowledge of Microsoft Office applications: Word, Excel, PowerPoint, and Outlook.
- Ability to maintain confidentiality.
- Must be flexible to meet schedules that include evening and possible weekend hours as well as covering a.m. and p.m. classes when needed.

### **Education and Experience**

- Bachelor's Degree in education or related field or equivalent education and / or
- Minimum of three years' work experience in educational administration or management of educational programs.
- Experience in supervising instructors a plus.
- Experience in institutional or programmatic curriculum development and implementation.