



JOB DESCRIPTION

Position: Education Director

Hours: Part-time (20 hours/week)/Hourly (some availability evenings and weekends required)

Reports to: Executive Director

This position plans, guides, and implements all educational components and programs for the Museum. Using early childhood education data and best practices, the Education Director oversees the educational direction and messaging, and serves as the expert to ensure that programs and exhibits meet educational standards. The Director will also serve as an advocate for play as key to a child's healthy development and a vehicle for learning.

Responsibilities:

Programming

- ✓ Develop and prepare weekly STREAM curriculum, materials, and instructions
- ✓ Recruit and train STREAM docents, while serving as their backup as needed
- ✓ Coordinate and oversee other programming including Minimu, KiDiMu in the Community, Growing Up Safe and Prepared, guest presentations/demos, Sensory, Gingerbread Houses, Noon Year's Eve, Family Fun Night, and others
- ✓ Conducts regular evaluations to determine efficacy of programming and collect data to inform the decisions of the Museum

Camps & Workshops

- ✓ Recruit, oversee and back up instructors, interns, and guest presenters
- ✓ Develop curriculums
- ✓ Manage program design, implementation and evaluation
- ✓ Communicate regularly with campers and their caregivers
- ✓ Conducts outreach and coordination with schools regarding teacher recruitment and potential curriculum
- ✓ Coordinate the purchase of all supplies

Exhibits

- ✓ Ensure exhibits and signage meet educational standards and follow child development guidelines
- ✓ Participate in the short- and long-term exhibit planning
- ✓ Develop take-home curriculum for families to extend the learning

Outreach

- ✓ Partners with schools and preschools
- ✓ Partners with community programs aligned with the Museum's mission

Creative Corner

- ✓ Plan activities, manage prep, and create instructions for Art Room projects
- ✓ Align art projects with developmental guidelines
- ✓ Partner with artists for guest programming

Other

- ✓ Serve on the Leadership Team and attend regularly scheduled meetings
- ✓ Provide program information to the Communication and Marketing Director in a timely manner
- ✓ Back up for the Front Desk staff
- ✓ Other duties as assigned

Qualifications:

A successful candidate must:

- ✓ Be a positive, self-motivated team player with teaching and programming experience (early learning experience and/or informal education background a plus)
- ✓ Enjoy and have a minimum of five years of professional experience working with children
- ✓ Be outgoing, detail-oriented, with strong organizational skills
- ✓ Hold a Bachelor's degree in a related field (education or early childhood education degree preferred)

Benefits:

- ✓ Two weeks of paid vacation time
- ✓ Free Museum Membership
- ✓ Some flexibility of the work schedule negotiable

Compensation:

DOE

To Apply:

Submit a resume and cover letter by email to Susie Burdick at susie@kidimu.org. No phone calls, please. Position will be open until filled.

Kids Discovery Museum is an equal opportunity employer. KiDiMu does not discriminate in employment based on race, gender, religion, age, physical or mental disability, marital status, national origin, Veteran status, sexual orientation or any other basis prohibited by applicable federal, state or local laws.