

CHILDREN'S MUSEUM OF BROWNSVILLE
POSITION DESCRIPTION
Education Director

REPORTS TO: Executive Director

POSITION SUMMARY: Education Director

The Children's Museum of Brownsville is seeking for an experienced educator who is looking for a unique leadership opportunity to create and implement all the educational content and programming for the museum. The ideal candidate will be a professional high-energy, reliable, well-organized and motivated individual with the ability to work within a team oriented environment and be able to turn education into a fun experience. He or she will be able to quickly translate education theory into play activities that are in keeping with the CMB's mission and also reflects to the extent possible the needs of our community (both educational and other) as it relates to informal learning around math, science, reading and cultural based activities. This is a full-time permanent position offering benefits, paid vacation, and a competitive salary.

The Education Director is responsible for developing all the exhibit, programs, and workshops content, as well as developing the content for school outreach activities and traveling exhibits.

Essential Duties and Responsibilities:

- Responsible for successful, playful, innovative, high quality programming that reflects the Mission Statement and continues the museum on a path of innovation and quality that meets and exceeds the communities' needs and expectations.
- Create a playful, comfortable and accessible educational environment that is continually refreshed, made more innovative and is consistent with the best practices in the children's museum field.
- Lead in developing high quality and creative programs that respond to the needs of the school community and maintain the integration between the museum and the school system.
- Development of the annual program calendar that combines innovation and quality and demonstrates educational, operational and budgetary considerations.
- Direct all in-house special programming activities from Birthday Parties, Summer Camps, Camp-In programs, and any other programs of this nature.
- Responsible for writing and managing small grants for the benefit of museum workshops and programs.
- Work with local organizations to develop and implement appropriate programs to utilize inside of the museum.
- Responsible for full museum operations in the absence of the Executive Director.

- Develop partnerships with community individuals, leaders and organizations to volunteer their time to conduct museum workshops or programs once a month.
- Provide content and train Guest Service team to enhance the guest experience in all exhibit areas; develop age appropriate activities or content for each area.
- Develop and monitor department budget goals.
- Develop annual plans, strategies, tactics and resources to reach goals with operations staff.
- Prepare and deliver management reports on departmental activities to staff and board.
- Participate with Executive Director and Board of Directors in the ongoing planning and programming of the museum.
- Participate in professional societies and activities to stay current with business trends.
- Attend events and programs as a representative of the museum.
- Consistently work in a positive and cooperative manner with all CMB staff.
- Respond promptly to guest needs.
- Participate in continuing educational opportunities for professional growth and development.
- Complete assignments in a timely manner and with museum's standards.
- Maintain a library of museum resources and educational archives including books and reports.
- Assists in scheduling meeting arrangements and special projects as requested.
- Assists in locking and unlocking business as directed.
- Assists in field trips, when necessary.
- Collaborates with Operations Specialist and Operations Manager to insure the reception desk is staffed at all times when Executive Director is out of office.
- Other tasks as assigned by the Executive Director.

Required Skills and Competencies:

- Education degree or masters or equivalent experience.
- Ability to transfer child development theory into practice.
- Three to five years experience in education or similar field.
- Two to three years experience working with children.
- Experience with research, development, implementation and oversight of programs for young audiences in a children's museum or other learning setting.
- Ability to work independently with minimal direction.
- Effective leadership skills that can energize work teams to respond to the museum's business needs.
- Good verbal, written, and presentation communication skills.
- Good working experience with Word, Excel, PowerPoint, and Outlook.
- Must have ability to prioritize and plan work activities in a timely and efficient manner.
- Ability to adapt to changes in the work environment, manage multiple work demands and adjust to delays and unexpected events.
- Must be able to demonstrate a positive attitude in a busy environment.

- Ability to multi-task and work as a team.
- Willingness to assist others when needed.
- Must be detail-oriented, highly motivated, have a strong work ethic and excellent interpersonal skills to be customer service focused.
- The Education Director supports the organization's mission, vision and values by exhibiting the following behaviors: excellence and competence, collaboration, innovation, respect, personalization, commitment, accountability, and ownership
- Ability to communicate verbally with co-workers, museum visitors, general public using email, telephone and/or face-to-face
- Walking, bending, kneeling may be required both in office and within museum outreach or events. Lifting required on a periodic basis, usually in conjunction with special events
- Flexibility and reliability to work community outreach events on a Saturday or Sunday event, fundraiser events, or special events if asked

The Education Director will be trained on every aspect regarding the museum history, mission, vision and goals including team goals. This individual will be required to work special events throughout the year outside of normal business hours. He/She must work cooperatively with staff members. Show concern for each other, visitors, and treat each person with respect and dignity. Support a positive morale within the organization and to constituents. He/She must be an ambassador to the community for the museum at all times.