



Director/Senior Director of Learning

Reports to: President and CEO

Nature and Scope of Position

The Senior Director of Learning is a member of the museum's senior staff and is responsible for the development and management of Discovery Center's educational initiatives with programs and exhibits. This position requires vision and oversight for the development of staff and innovative and inquiry-based approaches to STEAM education.

As a member of the leadership team, this position will work collaboratively across every department in the museum. They will also lead the vision for developing new and continuing well-established revenue-based educational programs, field trips and mobile outreach. They will develop new strategies for identifying and cultivating new audiences and partnerships leading to increased program offerings and experiences.

Key areas of responsibility

- Lead the strategic vision, learning goals, creation, and expansion of innovative informal and formal learning initiatives for children of all socio-economic levels, both in and outside the museum.
- Partners with formal and informal learning institutions to develop and implement outstanding programs and opportunities for children, their families, and educators.
- Serve as an advocate for informal education including cultivating relationships with informal learning institutions and staying current on regional and national issues in informal learning.
- Recruits, trains, and retains highly skilled and well qualified, diverse staff who exemplify the museum's belief in family learning and learning by play.
- Supervises staff positively, performing timely performance assessments and affording them appropriate professional development.
- Create and manage a departmental budget and program-based grant budgets with the CEO and CFO.
- Plans, implements, and monitors financial resources throughout operational areas of responsibility meeting annual financial targets and metrics established in the annual operating plan.
- Work closely with the Leadership Team to initiate funding opportunities, including grants, for new and innovative educational programs in line with the museum's overall strategic goals.
- Works with colleagues throughout the museum to ensure and maintain timely knowledge of programs.
- Measure results to drive organizational outcomes.
- Lead board/advisory board committees as assigned.
- Acts as a spokesperson for the museum, as it pertains to her/his respective areas. Advances the museum's mission and program initiatives in the community and museum field.
- Continually builds strong relationships with diverse, strategic like-minded partners and collaborators to expand the potential of the museum.
- Attends monthly staff meetings and leadership team meetings.
- Perform other duties as required.

Qualifications

Education and/or Experience

- Advanced degree in natural or physical sciences, science education, STEM education, museum studies, or related field or a combination of education and experience.
- Prefer 5 years of progressively responsible experience leading teams in the development of educational programs.
- Experience with a cultural institution is strongly preferred.

Knowledge, Skills and Abilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skills and/or abilities required:

- Experience building educational and public programs and partnerships.
- Management experience.
- Ability to present oneself as an ambassador of Discovery Center in the press and community, and with donors, partners, elected officials and other museum stakeholders.
- Experience working with young children, youth and families of diverse backgrounds and income levels.
- Knowledge of new media and latest learning technologies
- Ability to implement financial plans and budgets and identify, secure, and manage resources from traditional and non-traditional sources of funding.
- Ability to create, compose, and edit written materials.
- Excellent interpersonal and communication skills with attention to detail and follow-through capabilities.
- Skills in database management, Google Suite or MS Office Suite, including Excel.
- Creativity and experience facilitating activities or leading demonstrations to large groups.
- Availability to work occasional evenings and weekends.
- Must possess valid Driver's License and ability to drive.

Discovery Center is committed to creating and maintaining an equitable workplace in which all employees have a chance to participate and contribute to the success of the organization and are valued for their skills, experience, and unique perspectives. A workplace where employees of all races, religions, political affiliations, sexual orientations, gender identities, ability, and age find an opportunity.