



JOB TITLE: Director of Education

Slater Memorial Museum, Norwich Free Academy

The Slater Memorial Museum of Norwich Free Academy (NFA) engages the community in understanding the past and provides vision and leadership for the future through exhibitions, programs and collections of national significance. These initiatives interpret the history of the greater Norwich/Southeastern Connecticut region, American art from the Colonial period to the present and ethnography of diverse cultures.

The Director of Education

The Director of Education reports directly to and operates under the supervision of the Director of the Museum.

The Director of Education will create education and public programming for all ages. The ideal candidate is a highly motivated, organized, seasoned professional with a passion for art and history and for expanding the role of museums to welcome a broad and diverse audience.

This candidate will demonstrate ability to think creatively and strategically; possess excellent communication skills, especially to speak and write about the museum, its collections and program activities in a manner accessible to diverse audiences; have a positive work outlook, high energy, strong motivation and a hands-on work ethic; enjoy social and community interaction; exhibit a professional demeanor; employ diplomacy in dynamic or challenging situations; and work under pressure and meet deadlines within a large parent institution.

The Director of Education will develop and pursue professional peer relationships in a broad cross-section of NFA departments and partner districts to ensure the efforts of the museum are well-coordinated within the organization and support NFA's larger mission and strategic objectives. The Director of Education will develop and sustain a nurturing relationship with volunteers, particularly the interpreter corps.

A Key Member of the Museum's Senior Administrative Team, the Director of Education Will:

- Oversee interpretive and educational program development, planning, implementation, scheduling and evaluation, including student programs that meet Connecticut Learning Standards and Connecticut English Language Arts Curriculum Framework; youth and family initiatives; adult learning; accessible programs for children with a variety of developmental challenges, community partners, studio/workshop offerings and teacher professional development.
- Lead tours for adult and youth groups with curatorial staff and volunteer interpreters.
- Recruit and nurture interpretive volunteers, and plan, support, administer and attend interpreters' field trips, meetings, lectures, work groups and social gatherings.
- Manage the roster of teachers, interns, and volunteers working on educational programs.
- Design, develop and deliver training of volunteer interpreters (docents) and interns including recruitment, training, scheduling and evaluation of all interpreters and museum teaching staff.
- Ensure interns have appropriate assignments to contribute to the museum and gain valuable experience.

- Ensure that education programs for all ages reflect current scholarship and interpretation, are publicized widely, are implemented effectively, are financially responsible, and developed and managed well for a diverse audience.
- Collaborate with school educators (administrators and teachers), other non-profit and cultural organizations and independent consultants or community advisors to design, implement and evaluate programs based on the highest standards of excellence for museum education.
- Develop long-range goals, objectives and benchmarks for the Museum's services to schools, teachers, youth organizations, families, adults and seniors.
- By working closely with the Museum Director, take responsibility for Education program budget oversight and accountability.
- Present programs, teach classes and conduct tours when required and appropriate.
- Expand programming where possible and feasible.
- Work with the museum Director to develop grant application project budgets and program details, execute grant award projects and related budget tracking, and draft required reports.
- Maintain a high level of content knowledge of Slater Museum and its exhibitions' themes and related materials and possess outstanding communication and presentation skills.
- Maintain close cooperation with curatorial staff to ensure appropriate safety of historic artifacts and to develop curricula and programs for changing, temporary and traveling exhibitions.
- Aid in the development of museum marketing, publicity and publications, including brochures, posters, print/newspaper ads, press releases, event program books, etc.
- Aid in the development of educational programming content on the museum web site and Social Media.
- Perform independent research to prepare historically accurate and relevant programs and assist with the production of orientation videos and audio tours

The Successful Candidate Will Possess:

- Master's degree in appropriate area of specialization -- (Art, Design or Architectural History, American or European Studies, History, Museum Education or related field) -- preferably a background in museum education, with at least two years of related program experience, or a bachelor's degree in the same, and four years of related program experience.
- At least 2 years of professional supervisory experience with a working knowledge of workplace regulations and standard supervisory and hiring procedures and techniques.
- Excellent interpersonal and management skills, combined with a team player approach and attitude.

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- A high level of energy and willingness to develop and execute a wide range of activities, from the day-to-day to the highly creative, unique and visible.
- Proven experience developing creative approaches to work with adults, families, schools, teachers, and general audiences.
- Strong leadership and competent management skills and a proven track record as a sophisticated problem-solver, strategic thinker, and budget manager.
- Direct experience managing staff and, especially, volunteers.
- Excellent communication – as speakers, listeners, presenters, and writers.
- Proven experience developing creative approaches for working with adults, families, schools, teachers, and general audiences is an imperative.
- A proven track record as a competent manager with sophisticated skills in problem-solving, organizational strategy, and budget creation and management.
- Direct experience managing staff and/or similarly complex project management.
- Excellent communication skills as speakers, listeners, presenters, and writers.
- Ability to work independently and perform multiple tasks simultaneously without close supervision.
- Ability to prepare budgets and reports for management.
- Ability to work a flexible schedule punctually and reliably, including evenings, weekends, holidays, and in critical situations as required.
- Proficiency in computers and data management, proficiency with MS Office Suite (Outlook, Word, Powerpoint and Excel). Experience in web-based applications, social media and the ability and aspiration to learn new programs,
- Demonstrated creativity to develop and present interpretive tours, public programs and written materials,
- Knowledge of educational technologies as tools for learning/teaching,
- Basic knowledge of a variety of studio art styles and techniques.

The Director of Education will be Expected to Research (with an Eye toward Launch) the Following New Initiatives:

- Artists/creative people Chit Chat series
- An annual summer art camp (possibly together with the Art School)

Members of the museum and the NFA team devote a significant amount of time and energy to successfully fulfilling their responsibilities. The Director of Education must be prepared to work evenings and weekend hours, in addition to fulfilling the obligations of a routine workday. Occasional travel for work both within and beyond the region may also be required.

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Compensation

Commensurate with education and experience.

NFA offers full benefit package including vacation, holidays, health insurance and a 401k plan as well as support for professional development to qualified employees.

Application

To apply, please send cover letter fully addressing qualifications and interest, current resume and 3 professional references to: DIRECTOR OF MUSEUM EDUCATION SEARCH, Attn: Cyndee Finger, Director of Finance and Human Resources, Norwich Free Academy.

Please see Norwich Free Academy nfaschool.org or Slater Memorial Museum slatermuseum.org websites for information regarding the electronic application process.

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