



# Play. Create. Explore. Discover.

## Director of Education Job Description

### Job Summary:

The director of education is responsible for coordinating the logistical, curricular, and strategic execution of all educational programming at JHCM. They are responsible for leading education staff in developing, delivering, and managing a wide range of programs in strategic alignment with museum operations, JHCM leadership team, and community partners. With our upcoming move to our Forever Home, 105 Mercill, this position has the opportunity to expand, re-write and create new programming and get immersed in science, art & social-emotional programming with new partnerships and a brand new facility!

**Schedule:** 35 - 40 hrs

**Reports to:** Executive Director

### Roles & Responsibilities:

- **Financial & Strategic Oversight of Educational Programming**
  - Set priorities for educational programs budget in coordination with executive director
  - Monitor and evaluate budget efficiency with director of operations
  - Evaluate mission alignment, market need, and access of education programs
- **Coordinate JHCM Education programming with Education Team**
  - Oversee staffing & resource distribution for all educational programs
  - Oversee STEAM, CREST, afterschool, group & summer camp program implementation
  - Ensure alignment between programs, membership and museum
  - Communicate with staff and partners to plan, schedule, and budget education programs
  - Work with Director of Operations on registration, logistics, & communication
  - Support direct instruction associated with all programs and museum operations
  - Develop assessment systems to measure mission aligned impact
- **Management of Education Team**
  - Run Education team meetings aligned with organization and individual goals
  - Partner with staff and program coordinators to meet strategic and tactical goals
  - Provide leadership, feedback and mentorship to direct reports
- **Active member of JHCM Leadership Team**
  - Represent the values of JHCM to the community and community partners
  - Train and mentor staff in collaboration with director of operations
  - Support strategic and operational decision-making
  - Recruit, evaluate, and hire staff in collaboration with with leadership team
  - Support development activities associated with strategic development goals
- **Maintain healthy and strategic community partnerships**
  - Ensure outstanding student and family experiences
  - Maintain healthy relationship with TCSD and other partners
  - Participate in Systems of Education and other community-based initiatives
  - Coordinate visiting teachers, artists and presenters who enhance the educational programs

PO Box 995, Jackson, WY 83001

[info@jhchildrensmuseum.org](mailto:info@jhchildrensmuseum.org) [www.jhchildrensmuseum.org](http://www.jhchildrensmuseum.org)

Skills & Experience Required:

- 5+ years of experience educating or working in an educational environment
- Bachelor's degree in education, science or related field. Masters Degree preferred.
- Experience coordinating and overseeing complex and simultaneous programming
- Experience managing program budgets
- Experience leading and managing a team
- Experience collaborating with schools and/or education nonprofits. Local experience is preferred.
- Strong organizational skills - ability to be a systems thinker!
- Ability to adapt and learn in a dynamic work environment
- Ability to communicate constructively and effectively
- Ability to reflect and grow; to proactively give and receive feedback
- Ability to be consistent, a leader we can depend on to get the job done.
- Effective working in a team setting