Assistant Director of Education and Programs

Summary: The Assistant Director of Education and Programs is responsible for the supervision of the Mississippi Children’s Museum education department and coordinates with the MCM Director of Education and Programs to develop the educational programming. The Assistant Director of Education and Programs reports to the Executive Director. The Director of Education and Programs must have direct contact with the constituencies served and the general public, and network with peers from museum education departments. S/he will supervise any future education professionals in the department, docents, interns, and volunteers. S/he will work collaboratively to expand the education component of all exhibits at the Mississippi Children’s Museum-Meridian and will work with other departments to achieve the overall goals and objectives of the organization.

Principal Accountabilities:

- Responsible for ensuring programs and exhibits seamlessly work together to meet the museum’s mission.
- Collaborate with the MCM Director of Education to develop educational materials for varied constituencies: school groups, parents/caregivers, children, and the general public.
- Collaborate with the MCM Director of Education to develop and implement evaluation processes for programs, exhibit experiences and the staff administering them.
- Participate in long-range planning for the programs and education department.
- Develop and work with the marketing department on components for the website.
- Establish and manage network of partners and collaborators to fulfill Education department goals. Maintain and establish educational collaborations with other cultural organizations.
- Assist in grant writing and proposal development; identify foundation, government and corporate funding possibilities; meet with potential funders and sponsors; and prepare final reports.
- Oversee the recruitment and training of all museum volunteers.
- Ensure that inventory is accounted for and processes and procedures are in place for tracking usage as well as followed by other museum staff.
- Collaborate with the MCM Director of Education to plan, implement and oversee museum programs including school field trips, grant initiatives, and outreach to underserved communities.
- Assist with special events that are programmatic and central to the mission and vision of the museum as an educational institution.
- Hire, train, and monitor all staff working in museum programs.
- Develop the museum’s program and activity calendar and ensure that all museum management and staff are informed and prepared for any and all programs.
- Develop and manage education/programs budget.

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Updated: 10.09.20
Desired Qualifications:

- Five years minimum of supervisory professional experience in Museum Education, Arts Education and/or related experience in a cultural/education organization.
- Bachelor’s Degree in early childhood education or a related field.
- Master’s Degree preferred

**Principal Accountabilities**

- Staff Management
- Program Management
- Exhibit Management
- Community Partnerships
- Volunteers
- Special Programs and Events
- Budget
- Strategic Planning
- New Experience Planning

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