The Mattatuck Museum, Waterbury, CT

JOB TITLE: Director of Education
REPORTS TO: Executive Director
FSLA STATUS: Full-Time, Salary, Exempt
SALARY RANGE: $40,000-$45,000 commensurate with experience.

The Mattatuck Museum is known for engaging its community in an understanding of the past and providing vision and leadership for the future through its exhibitions, programs and collections of national significance. These initiatives interpret the history of the greater Waterbury region and art from the Colonial period to the present.

The Museum’s Director of Education is highly motivated and organized with a passion for art and history and expanding the role of museums to welcome a broad and diverse audience. A key member of the museum’s senior management team, the Director of Education will:

Key Responsibilities:

• Oversee interpretive and educational program development, planning, implementation, scheduling, and evaluation;
• Help to plan and implement a variety of educational programming including student programs that meet Connecticut Learning Standards; youth and family initiatives; adult learning; accessible programs for children with developmental challenges; community partnerships; and professional development programs;
• Ensure that education programs for all ages reflect current scholarship and interpretation, are publicized widely in the community, are financially responsible, developed for a diverse audience, and managed well;
• Utilize the Monteiro Family Community Gallery to enhance education opportunities such as organizing exhibitions of art created by children, college students, and seniors; local commemorative history projects and memorabilia collections; community groups and organizations; or other educational program outcomes;
• Collaborate with school educators (administrators and teachers), other non-profit and cultural organizations, and independent consultants or community advisors (when applicable) to design, implement, and evaluate programs and interpretive projects based on the highest standards of excellence, as determined by the field of museum education;
• Develop long-range goals, objectives and benchmarks for the Museum's services to schools, teachers, youth organizations, families, adults and seniors;
• Is responsible for the Education department budget oversight and accountability, working closely with the Finance Manager;
• Acts as a representative of the museum in the community and to the field;
• Present programs, teach classes, and conduct tours when required and appropriate;
• Strive to expand programming where possible and feasible;
• Work with the museum Director of Development and leads grant application project budgets and program details, executes grant award projects and related budget tracking (restricted/unrestricted funds), and provide first drafts of required reports;
• Maintain a high level of content knowledge of museum themes and related materials;
• Supervise the Manager of Public Programs, Tour Coordinator/Lead Museum Educator, contract educators, and teaching artists;
• Develop and manage docent, volunteer, and intern programs including recruitment, training, scheduling, and evaluation;
• Work with curatorial staff to ensure appropriate care for historic artifacts and develop curricula and programs in conjunction with changing 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 website and social media; and  
• Other duties as assigned by the Executive Director.

**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), with at least two years of related program experience; or a bachelor’s degree in the same and four years of related program experience;  
• Some professional supervisory experience with a working knowledge of workplace regulations and standard supervisory procedures and techniques;  
• Excellent interpersonal and management skills, combined with a team player approach;  
• A high level of energy, with a willingness to develop and execute a wide range of activities, from the day-to-day to the highly creative and visible;  
• Demonstrated ability to collaborate with volunteers and professionals;  
• Strong organizational and management skills;  
• Effective oral and written communication skills (Spanish language skills a plus);  
• Ability to work independently and perform multiple tasks simultaneously without close supervision;  
• Ability to prepare budgets and reports for management and the board;  
• Ability to work a flexible schedule, including evenings, weekends, holidays, and in critical situations as required, as well as the character to be punctual and reliable;  
• Proficiency in computers and data management, as well as proficiency with MS Office (Outlook, Word and Excel). Experience in web-based applications, social media (Facebook, Twitter, Instagram) and the ability and aspiration to learn new programs is desirable;  
• Demonstrated creativity relating to the development and presentation of interpretive tours, public programs, and writing materials; and  
• Knowledge of educational technologies as tools for learning/teaching.

Members of the management team are expected to devote a significant amount of time and energy to the successful fulfillment of 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. Position contingent upon a satisfactory background check.

The Museum offers a full benefits package including vacation, holidays, health/dental insurance, and 403(b) plan, as well as support for professional development to qualified employees.

To apply, please send current resume, cover letter, and 3 professional references to: DIRECTOR OF EDUCATION SEARCH, Attn: Janice Shambor, Finance Manager via email to janice@mattmuseum.org.

Documents should be sent as attachments using Microsoft Word or PDF format and should not exceed five (5) megabytes. No phone calls please. Only those selected for an interview will be contacted. The Mattatuck Museum is an Equal Opportunity Employer. As such, we are interested in candidates who are committed to high standards of scholarship, performance and professionalism, as well as to the development of a climate that supports equality and diversity.