



# Fairfield Museum

## AND HISTORY CENTER

Position Title: **Deputy Director for Programs**

Reports To: Executive Director

Level: Full Time. FSLA Exempt

### **Responsibilities:**

The Deputy Director for Programs plans and implements strategies for delivering a broad range of creative programs, events, and exhibits that advance the Fairfield Museum's educational mission, expand community partnerships, and encourage deeper engagement with diverse audiences throughout southwestern CT. The Deputy Director for Programs provides leadership and vision to the Fairfield Museum's program, education, and exhibit staff to deliver innovative, audience-focused content that inspires civic engagement, fosters community dialogue, and celebrates the diverse history of our region.

### **Core Job Functions:**

- Plans and implements, in consultation with the Executive Director and Board, a multi-year program and exhibition plan that builds community engagement, inspires the imagination, stimulates important community conversations, and strengthens connections across diverse communities.
- Leads and supervises staff, including: Curator, Curatorial Assistant, Collections Manager, Education Manager and Education Assistant, as well as seasonal program and educational staff in the planning and execution of all programs, exhibitions, and community events.
- Oversees the recruitment, training, and supervision of paid and un-paid program staff, including docents and seasonal educators
- Leads and supports the education staff in the design and delivery of innovative school programs that inspire student learning, build strong relationships with teachers and schools, and meet local and state education standards.
- Directs the planning and implementation of adult and family-oriented programming that fulfills the Fairfield Museum's strategic goals, encourages greater visitation.
- Implements strategies for using educational technology, online resources, and media to expand audiences and reduce physical barriers to participation.
- Oversees evaluation strategies and incorporates that data into ongoing planning.
- Works with the Executive Director to develop departmental and project budgets, and monitors income and expenses to meet the Museum's budgetary objectives.

- Stays up to date on industry best practices and ensures that Museum programming, exhibitions, and public events are presented in a safe, inclusive, and professional manner.
- Develops and maintains relationships and strategic partnerships throughout the community to enhance the Museum's reputation, brand, relevancy, and professional standing.
- Other Duties as required to advance the Fairfield Museum's mission and strategic goals.

**Qualifications:**

The Deputy Director for Programs will be a creative and resourceful leader who values collaboration with others. They will possess a strong capacity for self-management and the highest levels of personal accountability and integrity. Applicants should possess creative energy, good humor, passion for community, and enthusiasm for leading museum innovation and engagement. A minimum of five years of experience leading museum educational programs and/ or exhibitions, preferably in the humanities. Additional desired qualifications include:

- Graduate degree in the humanities, education, museum studies, or a field related to the position's core competencies, and relative knowledge through experience.
- 5-7 years of progressive and successful experience in the development, implementation, and evaluation of community-based programming.
- Experience in the application of diversity, equity, and inclusion principles and practices.
- Experience leading and inspiring a diverse team of staff, interns, and volunteers.
- Knowledge of current museum education theory and practices.
- Strong project management skills.
- Excellent written and verbal communication skills.
- Ability to manage budget and contracts, and work under tight deadlines.

The Deputy Director for Programs is a full-time, senior management position requiring occasional evening and weekend hours. Salary range \$90-100,000 / year, or commensurate with experience, with a comprehensive benefit package that includes health, disability, dental and life insurance, as well as an employer-sponsored 401K. The position will require employee to lift, bend, stoop, walk, speak, and stand for up to 7 hours in a day. The Fairfield Museum is an equal opportunity employer and encourages applications from people of color, women, and LGBTQ+ applicants.

**To Apply:**

Email a detailed resume and cover letter specifying relevant education and work experience by June 5<sup>th</sup>, 2022 to: [search@fairfieldhs.org](mailto:search@fairfieldhs.org).

**About the Fairfield Museum**

The Fairfield Museum believes in the power of the arts and the humanities to inspire imagination, stimulate thought, and transform society. Through dynamic programs and exhibitions, the Fairfield Museum sparks dialogue, inspires meaningful collaborations, and deliberates the challenges of the future. Central to our community-focused mission is a desire to provide important historical context to pressing issues of our time, and to offer a safe, trustworthy environment where multiple perspectives can be heard and collective solutions explored.

We are a vibrant nexus of community life that welcomes more than 35,000 visitors annually, a focal point of civic pride, a prominent center for the humanities, and an award-winning institution of statewide renown. We preserve rare manuscript and artifact collections, maintain an eighteenth-century historic home, and operate five Town-owned historic properties. The Fairfield Museum's research library is among the best resources for Connecticut history in the state.

Our Mission is to inspire civic engagement by celebrating the diverse history of our region and its people. As a dynamic public forum, we believe in the power of art and humanities to inspire the imagination, stimulate ideas, and build a better society.

The Fairfield Museum believes that sharing diverse stories about our past, celebrating the individual's role in catalyzing social change, and promoting the value of an informed and active citizenry help empower students and their families to become active lifelong learners. Our programs vividly connect the past to the present, sparking the notion that we all have the power to make history and that by working together we can shape a better, more inclusive future for all.

Education: Over the past decade, the Fairfield Museum has worked closely with regional schools to ensure that our education programs support national, state and local learning goals. Each year we welcome more than 4,500 students and teachers from 65 schools from across southwestern CT for high-quality educational programs, and we welcome underserved students from Bridgeport and Norwalk free of charge. The Museum is developing new and innovative virtual learning platforms that extend the reach of its educational programming.

Exhibitions: The Fairfield Museum presents topical exhibitions that delve deeply into the history and context behind important issues of our time, explore those issues through multiple perspectives, and inspire informed discussion about the future of our community and nation. Our exhibitions and programs have used the arts and humanities to foster discussion about critical issues such as racial justice, climate change, education, and immigration.

Museum Commons: The Museum is leading the revitalization of Fairfield's historic Museum Commons to create a vibrant learning campus that includes three recently-restored historic properties and landscapes dating back to the early 17th century. This ambitious creative place-making initiative features outdoor public programs, art installations, music and theatrical performances that is expanding audience engagement.

Through its far-reaching programs and thought-provoking exhibitions, the Fairfield Museum is making significant contributions to its community and the region at large, building a sense of cohesion through engagement and inspiring positive change.

[www.fairfieldhistory.org](http://www.fairfieldhistory.org)