



# Fairfield Museum

AND HISTORY CENTER

**Position Title:** **DIRECTOR OF PROGRAMS AND EDUCATION**  
**Reports To:** Executive Director  
**Level:** Senior Management, Full Time Exempt  
**Supervises:** Student Programs Manager, Program Coordinator, program assistants, docents, interns and volunteers.

**Function:** Responsible for the development, implementation and administration of all Fairfield Museum public programs, expanding the Museum's outreach and building productive community partnerships to promote the Museum as a dynamic regional center for arts and humanities education. Supervises education staff in the delivery of K-12 student programs & professional development programs for educators.

**Duties:**

*Public Programs*

- Develop and implement a regular schedule of creative arts and humanities-based programs for adults, seniors, families and the general public, including lecture series, evening and weekend programs, and summer performances on the outdoor Museum Commons.
- Lead collaborations with regional cultural partners to create programs, events and activities that welcome new audiences and constituencies.
- Supervise staff in establishing and monitoring performance goals and metrics for public and student programs, including data collection, analysis and reporting. Design and implement strategies for growing program attendance.
- In coordination with the Museum's curatorial team, plan and implement programming and activities that complement Museum exhibits.
- Work closely with other staff to ensure collaborative planning and successful promotion of all programs.

*Education Programs*

- Oversee education staff, docents and interns in the development and delivery of K-12 educational programming, as well as professional development programs for teachers that support local, state and national curricular goals.
- Coordinate education staff in developing and implementing strategies for providing expanded educational programming for underserved communities and schools.
- Oversee docent recruitment, training, evaluation and supervision to ensure high quality program delivery.

*Administration:*

- Develop and manage departmental budget in accordance with established goals and metrics.
- Supervise departmental staff, establish and monitor annual performance goals.
- Oversee the Museum's program reservation system.
- Identify and implement opportunities for increasing program-related earned income.
- Prepare program-related grant applications and oversee grant-related record keeping and reporting.

- Work with museum staff to produce program-related publications, brochures and marketing resources.

### **Job Requirements:**

Applicants should bring creative energy, enthusiasm and good humor to their work, hold a Master's Degree in education, history or related field—or sufficient skills and experience equivalent to an advanced degree—and have at least 3-5 years of relevant work experience in developing creative public programs. Applicants should also clearly demonstrate their ability and experience with:

- Designing and presenting programs for diverse and intergenerational audiences.
- Leading creative program collaborations with diverse individuals, cultural organizations and community groups.
- Implementing and interpreting audience evaluations and performance metrics.
- Inspiring and managing a diverse team of staff, interns and volunteers.
- Developing programs that generate revenue and expand audiences.
- Being an energetic self-starter, creative problem solver, effective leader and enthusiastic advocate of the Fairfield Museum's mission and programs
- Communicating verbally and in writing with a variety of audiences.
- Possess an organized and efficient work ethic, and the ability to simultaneously balance multiple projects in a fast-paced environment.
- Managing budgets, contracts and working within tight deadlines.
- Working effectively with Microsoft Office, project management software and other tools necessary to design, implement and promote Museum programs.

This is a full-time position requiring occasional evening and weekend hours. The position will require employee to lift, bend, stoop, walk, speak and stand for up to 7 hours in a day. Salary range \$45-50K with a generous benefit package including health, disability, life insurance and 401K.

### **To Apply:**

Email a cover letter and resume detailing relevant work and educational experience by February 8, 2019 to [search@fairfieldhs.org](mailto:search@fairfieldhs.org). Please write "Director of Programs and Education" in subject line. The Fairfield Museum is an equal opportunity employer.

### **About the Fairfield Museum:**

Fairfield Museum is a thriving cultural center that uses history and the arts to strengthen community and help shape its future. We believe in the power of the arts and the humanities to inspire imagination, stimulate thought, and transform society. Through dynamic and varied programs and exhibitions, Fairfield Museum encourages dialogue and inspires meaningful collaborations around challenges faced by current and future generations. Central to our community-focused mission is a commitment to provide a safe, trustworthy environment where multiple perspectives can be heard and collective solutions explored.

Fairfield Museum is a vibrant nexus of community life that welcomes more than 35,000 visitors annually. We are a leading and award-winning center for arts and humanities education that provides high-quality school programs to more than 4,000 students and teachers each year from 65 schools from throughout southwestern CT. This position will help lead the Museum's next exciting phase of growth.