

Open Position for Director of Education at
National Museum of Military Vehicles



Job Summary

The Director of Education, under the general supervision of the Museum Director and direct supervision of the Curator, coordinates K-12 educational programming and is responsible for the museum's educational programs.

This position is charged with the development, implementation, revenue generation, and marketing of these programs, and seeks to attract very diverse constituencies and promote/maintain partnership opportunities with internal and external stakeholders.

Responsibilities

As a member of the museum's curatorial team, the Director of Education will work together with that team and lead efforts in developing and expanding the museum's educational programs. This will include leading school tours and presentations at the museum.

- Operations – 30

Develop and implement K-12 educational programs and coordinate supporting activities.

- Outreach – 30

Develop and implement community internal and external educational programs.

- Department Growth Planning Initiative – 20

Coordinate with affiliated stakeholders to develop the Curatorial team's Student Worker and Internship programs, and higher education opportunities.

- Department Support – 20

Assist the Curatorial Department in the functions of the museum and other duties as assigned.

Educational Requirements

Degree in Education, History, English, Creative Writing, Public History, or Museum Studies, with previous relevant training or employment experience.

Qualifications

Prefer a master's degree in Education with an emphasis in History, Social Studies, Public History or Museum Studies.

Demonstrates experience applicable to museum practices, including program management, strong organizational, interpersonal and communication skills.

Highly self-motivated team player.

Innovative and creative thinking.

Must be detail oriented and able to multitask.

Must be able to exercise clear communication regularly to staff and stakeholders.

Have thorough knowledge and a high comfort level in MS Office, Outlook and Google Calendar, for scheduling events and sharing information.

Have a working knowledge of social media programs.

Required Documents to Attach

Resume

Cover Letter

Transcripts

List of References

**IMPORTANT: TO APPLY, PLEASE EMAIL REQUIRED DOCUMENTS TO
INFO@NMMV.ORG**