

Job Description

Date Opened:	May 2, 2022
Date Updated:	
Title:	Director of Programming, Education and Museum Experience
Reporting to:	President / CEO
Full/Part time	Full time
Exempt/Non-Exempt	Exempt

Description

The director of programming, education and museum experience for Discovery Park of America directs the strategic vision and manages implementation for the museum and heritage park's mission-oriented education initiatives and events targeting a regional audience. Also included is management of the processes and procedures that maximize the experience of children and adults who visit Discovery Park. Additionally, the director is responsible for ensuring the museum's mission and exhibits are integrated into the work the education department does and the management of the docent and volunteer programs. Major responsibilities will center on program design, implementation of strategies and tactics, day-to-day management and problem solving.

Duties and Responsibilities

- Participate in development and implementation of strategic plan, operating goals, policies and priorities for Discovery Park of America
- Set and manage annual budgets for education and events department, docents and volunteers
- Participate with the CEO and leadership team in analysis and planning to ensure long-term growth and increased numbers of individuals and groups served
- Lead the development of annual educational programming and internal special events plan and manage teams in implementing activities to maximize goals set
- Through research, observation, data analysis and both internal and external input, lead the docents and volunteers in providing best-in-class museum and park experiences for children and adults
- Work closely with director of development to get applicable grants written, submitted and implemented and play a lead role in creating strategic partnerships, especially with arts and education-related organizations
- Engage in active, strategic involvement in regional community and industry affiliations to increase awareness of Discovery Park with the objective of increasing visitorship and fundraising

Qualifications

- Proven intellectual depth, keen interpersonal judgment, knowledge and collaborative skills to work effectively with others in the organization
- Above-average strategic and operational skills and ability to lead through change and growth
- The highest level of oral and written communications skills
- Strong listening skills with comfort receiving input from many internal and external sources



Discovery Park of America Human Resources

- A history of high-level leadership and management skills in an education environment with a demonstrated ability to build, lead, mentor, coach, manage, and motivate an effective, high-performing diverse team, providing strong support of and an opportunity for growth and development of the organizations
- Strong technical skills and a comprehension of financial and information systems
- Knowledge of and experience with financial, project accounting, project management, and other application systems along with a proficiency in MS Office.
- Master's degree required with 15 years or more of relevant experience

Key Skill Areas

- Authentic and transparent leader with a passion for education
- Ability to work well under pressure
- Critical, analytic and strategic thinker
- Results driven and timeline oriented
- Strong business acumen
- Agile decision maker with ability to pivot when necessary
- Strong financial manager

Discovery Park of America offers a comprehensive and competitive benefits and compensation package that includes medical coverage and generous paid time off. Dental, Aflac, vision and 401K are also available.

To apply, [Download your application here](#) , fill it out, and email it along with your resume to jobs@discoveryparkofamerica.com, fax to (731) 885-7276 or drop off at the Discovery Park ticket window.