



## Midland Center for the Arts Position Description/Announcement

**Position Title:** Director of Education

**Group/Department:** Programming/Museums

**Supervisor:** Director of Museums

**Classification:** Full-time Staff Exempt

### **General Purpose of Position:**

Reporting to the Director of Museums the Director of Education is responsible for leading The Center initiatives in engagement and education through relationship building, oversight of program development, administration, implementation, and delivery of educational and public programs across the various disciplines that support The Center's overall objectives. The position is responsible for supervision and departmental oversight of all education staff and contracted instructors and serves as the primary interface with key contacts in the educational school systems.

### **Principal Duties and Responsibilities:**

1. With the Director of Museums and the Vice President of Performing Arts Programming, establishes programmatic goals for each year and designs educational offerings based on the strategic plan.
2. Leads the hiring, training and supervision of education, museum monitors and floor staff.
3. Creates a system of procedures to maximize program effectiveness and efficiency for the Center.
4. Facilitates and trains staff and formulates approaches to education and engagement which will further the strategic goals of the Center in all areas.
5. Develops and initiates the approach to STEM education initiatives and art initiatives across the Center.
6. Foster existing and develop new relationships with community partners, businesses and schools to advance toward the goals of increased involvement and engagement within the museum.
7. Acts as spokesperson for engagement and education department and give stakeholder tours as needed.
8. Maintains overall knowledge of all programming at the Center in order to facilitate development, alignment, and delivery of effective educational offerings.
9. Develops, implements, and delivers educational programming for A.B. Dow Museum, MCHS, and the Performing Arts department.
10. Aligns A. B. Dow Museum, MCHS, and the Performing Arts department for the Center performances to the MI Grade Level Content Expectations in Science,

History, and Visual Arts, Music, Dance & Theater and Next Generation Science Standards

11. Ensures effective and efficient systems are in place to facilitate education and tour databases, sign-up, and inquiry systems for all Center educational programming.
12. Directs the Studio School Manager on the development, recruitment and evaluation of instructors and class offerings.
13. Directs the School and Public Program Coordinator on inquiry based learning opportunities in both museums, annual public program offerings, and subject matters, as well as evaluation of program offerings.
14. Collaborates with Performing Arts program personnel to create programming and ensure alignment of educational offerings with school and community needs and Center strategic goals and evaluate programming.
15. Directs the Traveling Programs Coordinator on hands-on inquiry-based programming. Traveling Programs Coordinator will be responsible to create, sell, implement, and deliver programming. (Traveling Programs Coordinator will be hired in summer 2018)
16. Identifies, develops, and delivers educational or public program opportunities to increase earned revenue.
17. Oversight and approval of Art from the Heart scholarship fund requests.
18. Holds Education Team meetings on a regular basis and attends cross departmental meetings as needed
19. Develops and maintains professional working relationships within the school districts, school personnel, resource persons within the education community, external professional associations and/or museum groups within the Great Lakes Bay Region.
20. Assists Fund Development with appropriate grant information and manages fulfillment of grant programs, partnerships, and sponsorships.
21. Develops, implements, and facilitates exhibition-related education programs and education-related sponsorship benefits
22. Collaborates with the Marketing department to guide marketing efforts related to educational programming for all venues.
23. Assists the Director of Museums and Controller with the development and management of the annual education budget.
24. Facilitates and maintains relationships, records, and programs related to Smithsonian Spark!Lab, Kennedy Center Arts Integration Teacher Workshops, and teacher professional development workshops.

**REQUIRED QUALIFICATIONS/EDUCATION:**

- College Degree, Education or Science major a bonus
- College Degree in Education, Museum Studies, History, or related field preferred
- Minimum five years' experience managing, designing and implementing educational programs, preferably in a museum setting
- Proven experience in supervisory, budget and project management.
- Knowledge of contemporary educational methods and philosophies, especially for informal learning environments
- Strong management skills
- Excellent interpersonal skills
- Strong planning, organizational and problem-solving skills

- Demonstrated ability to see the larger organizational picture
- Excellent verbal and written communication skills
- Ability to work independently and as part of a team
- Detail-oriented

**Application:**

Email Cover Letter and Resumé to: [siegmund@midlandcenter.org](mailto:siegmund@midlandcenter.org)

Tina Siegmund

HR, Payroll & Benefits manager

Deadline: Open Until Filled