

## Hill-Stead Museum

**TITLE: Director of Education**

**REPORTS TO: Executive Director & CEO**

**POSITION SUMMARY:** Under the general direction of Hill-Stead Museum's Executive Director and CEO, and in concert with the Museum's mission, strategic plan and interpretive plan, the Director of Education will design, develop and implement creative strategies for establishing and expanding educational programs and critical community outreach to engage diverse audiences of all ages. The Director of Education will work to expand external partnerships with private and public school systems, colleges and universities within the state, as well as with cultural organizations in the Greater Hartford area and beyond.

This position oversees the recruitment, selection, training, performance and evaluation of the Education Specialist, Museum Educators and volunteer Museum Guides, and is responsible for developing and administering high school and college internships within the Museum's education department. Leading the aforementioned paid and volunteer staff, the Director of Education will serve as one of the museum's primary interpreters, and will oversee and manage the development and delivery of educational programs and activities for students, young adults, families and adult learners, presented both on and off-site. In collaboration with fellow senior staff, the Director of Education will support the ongoing planning and implementation of Hill-Stead's Interpretive Plan that encompasses themed and tiered guided and self-directed tour experiences.

**SCOPE:** Direct supervision of the Education Staff (Education Specialist and Museum Educators) as well as volunteers (Museum Guides and Interns)

### MAJOR DUTIES

- Achieve and maintain proficiency in the educational curriculum, interpretive content and delivery methods which present Museum's mission, history, collections and changing exhibitions to visitors and learners
- Working with senior management and (at times) the Museum's educational consultant, regularly update curriculum to align with the goals and objectives of the Connecticut Framework and Common Core of Learning, as it aligns with the historical and artistic significance of the museum, and offer engaging and unique learning opportunities
- Welcome pre-scheduled groups and lead guided tours of the museum and grounds. Deliver authentic, consistent information, adapting interpretive content and methods for diverse groups of people at varied learning levels from all backgrounds
- Develop engaging and meaningful educational programming for an increasingly diverse audience of visitors, of all ages.
- Identify opportunities to revise, refresh, and enhance the depth and scope of all educational programming
- Attend and participate actively in required training sessions and professional development opportunities.
- Keep up to date with Museum's evolving interpretive goals, themes and content.
- Ensure visitor safety, protect the collections and respond to emergency situations while also immediately reporting to Museum's Security personnel. Maintain up to date First Aid and CPR certification, as offered by the Museum.

### Management of Education Staff and Volunteers

- Supervise Education Specialist in development and execution of school and student programming, including management of promotion, bookings, budget, tracking and evaluation (for teachers and students alike)
- Oversee Education Specialist in development and maintenance of comprehensive list of school administrators and appropriate staff for outreach (via email, phone, or in person meeting) to increase participation in school and student programming
- Oversee Education Specialist in maintenance of departmental calendar, including scheduling and confirming all tours and group visits
- **Oversee Education Specialist in scheduling Education staff (Educators) and volunteers (Museum Guides and interns) for historic house tours during Museum's open hours and special events**

Director of Education  
Updated: August 2021

- In collaboration with the Education Specialist, purchase educational supplies and maintain inventory of essential and special-order materials
- Develop, update, and implement initial and ongoing training sessions for Education staff (Educators) and volunteers (Museum Guides and interns), collaborating with the Curator as needed
- Track and report monthly hours worked by part-time staff (Educators) to payroll administration
- Plan professional development opportunities, field trips and social activities for the Education staff and volunteers
- Conduct performance evaluations for Education staff and volunteers
- Collaborate with the Manager of Administration to develop and implement a plan to recruit, train, and engage high school and college interns as museum guides and support for the education department

### **Institutional Advancement**

- Upon request of senior management, serve as an educational program spokesperson including press relations, speaking engagements, and recruitment of volunteer Museum Guides
- Assist and partner with senior management and Development staff to secure targeted funds for sponsorships, grants, individual giving and promotional underwriting
- Collaborate with museum's Chief Advancement Officer to effectively promote all educational programming

### **Other responsibilities**

- Promote the benefits of HSM membership and inform visitors of upcoming public programs
- Oversee and collect evaluation for all educational tours
- Process receivables and payables through the Finance office promptly, delegating to the Education Specialist, as needed
- Actively participate in organizational meetings and collaborative problem solving
- Assist with managing department budget within organizational guidelines
- Assist across the organization in all programming and fundraising events as requested by senior management
- In all duties, be professional, respectful, and responsible for cost efficient and effective operations

### **REQUIREMENTS FOR POSITION**

**Education & Experience** - Bachelors degree in art history, education or related discipline. At least three years of museum, teaching and/or customer service experience preferably working with fine and decorative arts collections and serving adults and children.

### **Knowledge, Skills and Abilities**

- Proficient in Microsoft Office and Outlook
- Database skills, computer proficiency, and willingness to adapt to new technologies in work environment
- Exhibit high ethical standards and a knowledge of professional practices
- Leadership ability and team player capable of working with a variety of people
- Knowledgeable of trends in the field and demonstrated enthusiasm for life-long learning
- Excellent organizational, project management, written and verbal communication skills
- Strong interpersonal skills with the capacity to develop and manage resources through collaboration with peers and individuals both inside and outside the organization
- Detail-oriented and able to multi-task with high level of accuracy
- Proven experience as an effective manager of staff and volunteers
- Ability to take initiative and work with minimal supervision
- Work flexible hours including some evenings and weekends
- A valid driver's license and access to own transportation is required

### **PREFERRED REQUIREMENTS FOR POSITION**

**Education & Experience** – Masters' degree in art history, education or related discipline. At least five years of museum, teaching and/or customer service experience preferably working with fine and decorative arts collections and serving adults and children.

The above descriptions of tasks and responsibilities are not exhaustive and not meant to be inclusive of every task or responsibility that may be required or assigned by management.

The employee may be occasionally required to stand or remain in a stationary position for extended periods of time. The employee must be able to occasionally lift and/or move up to 25 pounds. The employee may frequently ascend and descend stairs. Reasonable accommodations may be made for persons with disabilities in order to perform duties essential to the position. Flexibility is required to work some early mornings, nights, and weekends.

Hill-Stead Museum follows federal and state laws and is an equal opportunity employer. The museum does not discriminate against individuals on the basis of race, color, religion, gender, sexual orientation, national origin, age, disability, political affiliation or belief, genetic information, or any other legally protected classification.