JOB TITLE: Director of Education and Interpretation
REPORTS TO: CEO
CLASSIFICATION: Exempt, Full-Time
SUPERVISORY RESPONSIBILITY:
- School Program Lead (pre-k through college, teachers, homeschools)
  - Education team
- Public Programs Lead (including interpretive programs, Museum Live!, and Curious Conversations)
  - Public programs team
- Field Trip and Education Registrar

SALARY RANGE: $65,000 - $70,000 (DOE)

PURPOSE:

The CCMSH is in the early stages of an interpretive master planning process. In partnership with the directors of Collections & Curatorial Services, Visitor Experience, Exhibits, and Facilities, the Director of Education and Interpretation, as well as community leaders and stakeholders, will play a critical role in developing strategies and programs that bring to life the myriad ways the museum engages guests. The current scope of the plan is 5 to 7 years.

Each year, the Museum welcomes more than 10,000 students annually through Texas Essential Knowledge and Skills (TEKS)-aligned K-12 field trip programs and more than 65,000 guests through informal public programs for adults and families, including discovery carts, Museum on the Road traveling trunks, Summer STEAM Adventures, and themed family fun days, including STEM Day by the Bay.

We thrive on our collective curiosity and celebrate it every year through the Geek Gala (our annual fundraising celebration), and monthly through Curious Conversations (informal evening gatherings featuring presentations by local and regional STEM and humanities experts for small audiences). The successful candidate will welcome and explore mission-aligned "crazy ideas" and seek inventive solutions to everyday challenges.

The Museum is accredited by the American Alliance of Museums and is a certified Marine Archaeology Repository of the Texas Historical Commission.

_____

Mission:

Dedicated to engaging guests at the intersection of science and history through creative programs and interpretive exhibits.

Vision:

A place where every person discovers their connection to science, history, and the shared future we are creating together.

_____

As a key leader and member of the Museum Operations team, the Director of Education and Interpretation will build and manage a department that sets the tone and direction for the Museum's landmark educational and interpretive initiatives.

We seek an energetic and inspiring individual, one who is also an experienced, creative leader with a passion for STEM and history education, for complex communities, and for administrative acumen.

They will have a track record of educational and interpretive innovation, successful internal and external collaboration and partnerships, and the development of experiences for a diverse range of audiences.

They will be attentive to and derive satisfaction from building, leading, supervising, motivating, and coaching interpreters and educators, both paid and volunteer.

The Director of Education and Interpretation reports to the CCMSH's CEO and serves on the museum's senior leadership team, where they will play a role in institutional decision-making, policy, budget, and strategy.

We believe that difference is a strength and are looking for candidates who reflect and respect diversity. We encourage you to apply for the position even if you do not believe you meet every qualification.

KEY RESPONSIBILITIES

- Establish a vision for the Education & Interpretation Department for K-12 students and adult education, following the mission of the CCMSH
- Manage the strategic direction of the Education & Interpretation Department, ensuring alignment with the institutional strategic plan
- Lead and supervise the design and implementation of academic and community programs that build audience and participation, enhance guest engagement and learning, and encourage repeat visitation
- Conceptualize, develop, and implement teen and family programs, exhibition tours, and school and community partnerships

- Establish and develop formal relationships with faculty and administrators of all school districts and institutions of higher learning in the region
- Supervise educational registrar, educators, and interpreters.
- Oversee all education programming to ensure students, teachers, parents, and museum educators are engaged at the highest level
- Hire, train, and supervise staff members and teach science communicators to advance programmatic vision and goals
- Plan, implement, and coordinate exhibits and formal and informal education programs, from inception to annual assessments and evaluations. Lend perspective on interpretive / education efforts with paid and volunteer museum educators, including developing scripts for new groups and new exhibitions
- Train and evaluate museum educators and interpretive teams.
- Develop and manage program budgets. Work on grant proposals and reports.
- Build relationships with community stakeholders in the neighborhoods surrounding the Museum and develop new partnerships and programs in collaboration with them.
- Participate in the local, regional, and national conversations about evolving best practices in the museum field, including affinity organizations, such as AAM, ASTC, ACM, etc.
- Demonstrate initiative in researching and integrating new approaches to community engagement and museum teaching.
- Think strategically with an eye towards mission alignment, impact, and financial sustainability
- Lead by example, demonstrating flexibility and adaptability to meet the moment
- Ability to envision, strategize, and execute multiple projects simultaneously,
- Possess exemplary oral and written communication skills
- Represent the Museum by participating in community building, presentations to the Board of Directors, and special events as needed.
- Other duties as assigned.

QUALIFICATIONS

- Bachelor's degree in a related STEM or history field and 6 or more years of related experience, to include supervisory experience, or master's degree in a related field and 4 or more years of related experience, to include supervisory experience
- Experience engaging audiences in the classroom and in 501c3 informal education settings, such as museums, historic sites, and science centers.
- Experience managing and mentoring staff, projects, and programs
- Non-profit fiscal literacy is necessary to develop and manage budgets and grant-funded initiatives and to collaborate with the business operations team.

- Knowledge of appropriate program evaluation methods and experience using them to measure impact and improve programs
- Demonstrated commitment to values of access and inclusion and the ability to work respectfully with staff members, volunteers, and audiences of diverse ages, backgrounds, experiences, and identities
- Preferred, though not mandatory:
  - Proficiency in additional languages, particularly Spanish.
  - Knowledge of scientific methods and science communication.
  - Familiarity with the interpretive canon, including Tilden, Ham, and Falk.

EMPLOYMENT/ORIENTATION/PROFESSIONAL REQUIREMENTS

- Reliable transportation is required.
- A valid driver's license with a clean driving record is essential.
- Must pass initial and annual background checks to ensure that employees maintain a clear background.
- Availability to work on weekends, evenings, and holidays is mandatory.

CORPUS CHRISTI
MUSEUM
of SCIENCE
& HISTORY
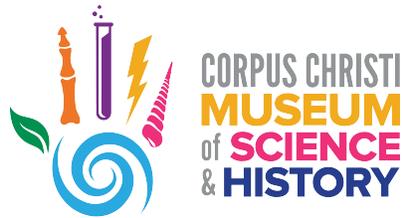
1900 N. Chaparral St.
Corpus Christi, TX 78401

EMPLOYMENT APPLICATION

Your application will be reviewed in detail. The decision on which applicants will be interviewed will be based on the information you provide within the format given herein. You may attach your resume to this application but it will not be accepted in lieu of an application.

Our policy is to provide equal employment to all qualified persons without regard to race, creed, color, religious belief, sex, sexual orientation, age, national origin, ancestry, physical or mental disability or veteran status.

PERSONAL INFORMATION:

Name: _____

Complete Home Address: _____

City, State, Zip: _____

Day Phone: _____   Evening Phone: _____

Email Address: _____

Are you a U.S. citizen or authorized by INS to work? *(Documentation will be required)*   ☐Yes ☐No

Have you ever been convicted of a felony? *(This will not necessarily affect your application)*   ☐Yes   ☐No

If yes, please explain:

Are you bi-lingual? ☐Yes   ☐No   In what language/languages? _____

EMPLOYMENT DESIRED:

Position applying for: _____

Have you ever applied for employment here?   ☐Yes   ☐No

When _____   What position? _____

Have you ever been employed by this company?   ☐Yes   ☐No

When _____   What position? _____

Are you presently employed? ☐Yes ☐No   May we contact your present employer? ☐Yes ☐No

Supervisor Name: _____   Position: _____

Contact Telephone Number: _____

Are you willing to travel?   ☐Yes ☐No   Do you have an automobile?   ☐Yes ☐No

Valid Driver's License Number: [_____]   State: [_____]

Can you provide proof of auto insurance? ☐Yes ☐No   Date you can begin employment: [_____]

EDUCATION:

High School   Location   Graduate   ☐Yes ☐No

_____   _____   GED   ☐Yes ☐No

College   Location   Degree Obtained and Major

_____   _____   _____

_____   _____   _____

Can you provide proof of your education?   ☐Yes   ☐No   *(Documentation will be required)*

Are you planning to continue your studies?   ☐Yes   ☐No

If yes, where and what courses of study? _____

COMPUTER SKILLS: Typing Speed in WPM: _____

- List all the Computer Software that you are **<u>proficient</u>** in and describe your experience and skills in each.

WORK EXPERIENCE: Please list employment for the last five-(5) years starting with most recent employment.

Employer:		*Date From*		Date To	
Address:					
Position/Title:					
Responsibilities:					
Reason for Leaving:					

Employer:		*Date From*		Date To	
Address:					
Position/Title:					
Responsibilities:					
Reason for Leaving:					

Employer:		*Date From*		Date To	
Address:					
Position/Title:					
Responsibilities:					
Reason for Leaving:					

Employer:		*Date From*		Date To	
Address:					
Position/Title:					
Responsibilities:					
Reason for Leaving:					

Attach an additional sheet if needed to list all employments in the last 5 years

REFERENCES:

List three references (**two of whom must be former employers**), not related to you, whom you have known more than one year.

Name: _____ Phone: _____

Address: _____ Years Known: _____

Name: _____ Phone: _____

Address: _____ Years Known: _____

Name: _____ Phone: _____

Address: _____ Years Known: _____

Please tell us which responsibilities outlined in the accompanying job description are most suited to your skills and why:

Please tell us which responsibilities outlined in the accompanying job description will be most challenging or even difficult for you to fulfill and why:

Please help us make an informed decision on you as an applicant. What is it that makes you stand apart from other qualified applicants?

Please list your anticipated rate of compensation for this position: $_____

(applications without this information will not be considered)

Thank you for your time and careful consideration in completing this application. Please be assured that we will also take time and careful thought in our consideration.

PLEASE READ BEFORE SIGNING:

I acknowledge the importance of telling the truth on this application and any associated documents (herein "application"). I affirm that all of the information provided by me on this application is true to the best of my knowledge. The information is also not intended to mislead The Corpus Christi Museum of Science and History in any way about my qualifications or background. If I have omitted any information or provided information that is false or misleading, my application will be rejected, and I will not be eligible for employment. In addition, if it is later learned that any information on this application is false or misleading, that I may be subject to discipline up to and including immediate discharge.

I authorize my previous employers, schools, or persons listed as a reference to give any information regarding employment or educational record. I agree that The Corpus Christi Museum of Science and History and my previous employers will not be held liable in any respect if a job offer is not extended, or is withdrawn, or employment is terminated because of false statements, omissions, or answers made by myself on this application. In the event of any employment with this organization, I will comply with all rules and regulations set by the organization in any communication distributed to the employee.

I understand that employment with The Corpus Christi Museum of Science and History is "at will" which means that either this organization, or I may terminate the employment relationship at any time, with or without prior notice.

Applicant Signature: _____   **Date:** _____