

December 2010

POSITION: Director for Innovation & Learning (full-time)
LOCATION: The Newark Museum
Newark, New Jersey

Reporting relationship:

Reports to the Deputy Director for Education

Background:

Since its founding in 1909, education has been central to the mission of the Newark Museum. The Museum has consistently addressed the learning needs and interests of a diverse community. Today it is expected that educational programming be even more creative and innovative than it has ever been. Collaborations with groups and organizations in the community have great potential to be engaging and relevant to a broader public. Programming can only excel when its intent is defined and its effectiveness is measured. The Newark Museum's educational offerings must be innovative and valued for their high level of learning content. The community has also come to expect a high quality of educational resources online and available for outreach services.

Position objective:

The Museum must have a senior position in the Education Department that is able to supervise and inspire others in the Department in the development of creative and innovative educational experiences for people in the community. There must also be a dynamic leader who can coordinate an on-going commitment to thorough evaluation and assessment of all educational programs, insuring that established learning goals are being met. This position must also make sure that educational resources are available (online digital resources, printed matter, teaching collection, and more) and practical for use by various aspects of the community.

Specific duties and responsibilities:

Working in close concert with the Deputy Director for Education, this individual is responsible for initiating the development of innovative in-depth partnerships between the Museum and community groups, including regional schools, community centers, colleges/universities, social service organizations, cultural institutions, and others. This position directs the creation and implementation of a comprehensive strategy for educational programs development and evaluation that is creative, relevant, accessible, and able to engage diverse communities with the Museum's internationally renowned collection.

Working closely with the managers responsible for school & teacher programs and youth & family programs, this position will facilitate and shape the vision for coordinated 'museum experiences' that cross over into various generations, both on-site and off-site (including the use of online learning and new media, teaching collections, etc.). This position's role is both a formative one (ensuring that education programs are strategic, innovative, and well designed) and summative (analyzing the effectiveness, quantitative and qualitative, of a wide range of educational programs). The position also plays a major role in maintaining the Museum's selection of teaching resources used by and with various communities and planning for the sustainability of these resources.

- Encourage institutional dynamism through the development and execution of a new strategy for creating learning experiences that provide appropriate access and engage the Museum's diverse visitors (both on-site and off-site, including 'virtual' online); this new strategy will be implemented through on-going meetings with programming managers and the development of new 'success criteria' templates and planning tools
- Provide inspiring leadership as a member of the management team in Education and the leading force for innovation and scrutiny of the effectiveness of the Museum's educational programming; develop and present informative in-house professional development for programming managers that provides new research and practical new models in the field to study and consider

- Foster institution-wide innovative thinking, learning, risk taking, and experimentation by informing programming managers about other successful programs that have been implemented in museums
- Encourage exchange between the Museum and community by developing and facilitating community partnerships and collaborations to engage new audiences, some resulting in the formation of advisory groups
- Present regularly in public settings about the education mission of the Museum; serve regularly, along with the Deputy Director for Education, on community-based planning initiatives
- Cultivate relationships with potential donors, Museum members, regional and national educators, and community stakeholders that can lead to new innovative programming
- Insure that all educational programs have defined goals and objectives and high-quality and efficient processes of assessment and evaluation
- Manage the development and accessibility of educational resources (teaching collection, online, educational new media, etc.)
- Assist the Deputy Director for Education in service to statewide professional associations (NJ Arts Education Partnership, Museum Educators of NJ, NJ Principals and Supervisors Association, NJ Education Association, etc.)
- Work closely with the Museum's Development Department to prepare funding requests and grant proposals that will support innovative educational programming and community partnerships
- Design and implement interpretive strategies for educational publications, distance learning programs, exhibitions, permanent collection galleries, and website communications, in cooperation with other staff (especially managers of educational programs)
- Conduct, publish, and present research in learning theory, program evaluation, and impact analysis as it relates to Newark Museum programming
- Prepares monthly reports of events and attendance including narrative and/or budget reports when appropriate
- Assist programming managers in the preparation and monitoring of budgets
- Other duties as required

Qualifications:

- Graduate degree in related field (education, art or science education, museum education, etc.)
- 7 years of progressive and successful experience in the development, implementation, and evaluation of education programming in a museum.
- Specific experience in developing educational resources related to museum collections (teaching guides, gallery guides, teaching collections, outreach materials, etc.).
- Working knowledge of current education reform and policies, museum visitor studies, informal learning theory and practice, and other important areas related to arts and culture.
- Excellent written and verbal communication skills.
- Ability to effectively communicate with new media.
- Well-developed interpersonal skills including the ability to work with colleagues, trustees, volunteers, and community leaders.
- Demonstrated experience working collaboratively with a diverse range of groups and organizations.
- Self-starting with strong organizational skills.
- Experience in shaping and maintaining partnerships with other cultural institutions, membership organizations, and colleges/universities.
- Demonstrated ability to be a leader that can delegate, manage human capital, and meet deadlines.
- Strong ability to be creative and think critically.
- Experience with grant writing and managing budgets.
- Strong ability to flourish in a fast-paced working environment.