



BROOKLYN CHILDREN'S MUSEUM
JOB DESCRIPTION

POSITION/TITLE:	Director of Public Programs
STATUS:	Non-Union, Exempt
DEPARTMENT:	Executive Team
SUPERVISOR:	Vice President of Exhibits and Education

Brooklyn Children's Museum (BCM) is the world's first children's museum and a pioneer in the field of informal learning. Inspired by the energy and diversity of its borough, BCM's programs and exhibits engage children between the ages of 2 and 10, and their caregivers, through play-based learning at the intersection of culture, the arts, and science. The Museum serves 300,000 visitors annually and operates in 130,000 square feet of indoor and outdoor space. Learn more about [BCM's Theory of Change](#), [Diversity, Equity & Inclusion Plan](#), exhibits and programs at www.brooklynkids.org.

BCM believes that its exhibits and programs are most effective when they start with mutually generative engagement of Central Brooklyn communities. The Museum has identified community-engaged planning of programs and exhibits as a key aspect of its [6-year strategic plan](#), and currently has a series of grants to support this work. With that in mind, BCM is seeking to hire a Director of Public Programs to create a vision for integrating content development and community engagement, building new models of service for Brooklyn Children's Museum and the field.

Position Summary

Brooklyn Children's Museum (BCM) seeks a Director of Public Programs to lead public programs, including daily floor programs, festivals, film curation, performances, and related on and off-site activities. A key member of the senior management team, the Director currently has one full-time direct report, and supervises a cohort of five to seven part-time educators and interns. Specific projects in the Director's portfolio include, but are not limited to overseeing weekly program development and delivery for BCM's general admission visitors, and stewarding the Museum's monthly cultural festivals and special events to deliver excellent experiences, build audience, and generate revenue.

The Director is a highly collaborative position that requires effective leadership and participation on cross-functional teams, as well as frequent inter-departmental communication and cooperation. Successful candidates will be organized project managers; creative thinkers and problem solvers; strong verbal and written communicators; and dynamic team leaders. Ability to work with diverse audiences and willingness to interact with the public are essential.

BCM seeks candidates who share our commitment to creating a respectful, collaborative, purpose-driven and joyful work culture.

Management Responsibilities

- Innovate and create cultural festival programs based on community input, BCM's collection and interdisciplinary themes.
- Create vision for festivals and special events; identify and hire guest artists and curators; and, coordinate execution of events to create meaningful and memorable experiences.
- Establish budgets, priorities and goals, track and monitor visitorship, revenue, and expenses on a regular basis, and evaluate progress towards goals throughout the year.
- Innovate and implement public programs for delivery during weekly public hours, which may include hands-on animal programs, storytelling, and interactive music and dance workshops.
- Set schedule and program for the Museum's theater including daily arts and animal programs, festivals, movies, performances, and partner organization residencies.
- Create mutually generative community engagement strategies focused on building relationships with organizations and vendors in Central Brooklyn.
- Set standards for program delivery, and oversee training, scheduling and floor management for Public Programs staff. Manage staff and conduct performance reviews.
- Support delivery of in-person and online programming, resetting exhibits and participate in all activities on BCM's floor.
- Collaborate with Education department colleagues on the programming of the ColorLab Art Studio; oversee scheduling of ColorLab program staff and studio operations.
- Work with evaluation consultants on department grants to conduct program assessments and generate reports.
- Participate as part of the senior management team in planning, budgeting and other management-level decision-making.
- Participate in professional activities and forums to represent the Museum and to maintain and deepen professional expertise and knowledge.
- Other Museum responsibilities as needed.

Preferred Qualifications

- Master's degree in education, art, or museum studies or related field preferred.
- 6+ years of museum education, outreach or related experience, with 2 years in a management role.
- Experience delivering or curating hands-on cultural, art and/or natural science programs for children ages 2-10 and their caregivers. Informal education experience preferred.
- Demonstrated team and project management capabilities.
- Excellent written and verbal communication skills; ability to create written interpretation and content for intergenerational audiences.
- High degree of organization and ability to manage multiple partners and projects concurrently.
- Ability and desire to work collaboratively as part of a team, and openness to constructive feedback and exchange

- Commitment to social justice, racial equity and inclusion as a lens for content development and program planning.
- Familiarity with Brooklyn, and especially with community-based arts organizations in the borough, a plus.
- Proficient with Macs, PCs, Microsoft Office, Google Apps, and Dropbox.

Schedule

The Director of Public Programs currently works 5 days per week, Tuesday through Saturday from 9:30am to 5:30pm.

Salary & Benefits

The annual salary for this role is in the \$80,000 range. Full-time staff at BCM receive family health, individual dental and life insurance benefits at no charge to employees.

Apply

Please send a cover letter and resume as 1 PDF to careers@brooklynkids.org with “[Your Last Name] –DirectorOfPublicPrograms” in the subject header. Applications will be reviewed on a rolling basis. Only candidates selected for an interview will be contacted. No telephone calls, please.

Brooklyn Children’s Museum is an equal opportunity employer. We value a diverse workforce and an inclusive culture. BCM encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, disability, and veteran status.