



## **BROOKLYN CHILDREN'S MUSEUM**

### **JOB DESCRIPTION**

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<b>POSITION/TITLE:</b>	<b>Director of Education</b>
<b>STATUS:</b>	<b>Non-Union, Exempt</b>
<b>SALARY:</b>	<b>\$85,000</b>
<b>DEPARTMENT:</b>	<b>Executive Team</b>
<b>SUPERVISOR:</b>	<b>Vice President of Exhibits and Education</b>

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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 playbased learning at the intersection of culture, the arts, and science. The Museum serves 300,000 visitors annually and operates in 140,000 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](http://www.brooklynkids.org).

#### **Position Summary**

Brooklyn Children's Museum seeks a Director of Education to oversee educational content for the Museum's exhibits and programs. The Director will create and vision public and school program offerings, develop program schedules, set standards for program delivery, and train and supervise education staff. The Director role also oversees BCM's educational collection, including collections management and stewardship, and deployment of the collection in exhibits and programs.

This 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.

The position currently supervises 2 manager role full-time reports, 2 supervisor role part-time reports, and 8-12 part-time staff depending on seasonal educators and grant-funded projects.

### **Management Responsibilities**

- Establish annual goals, objectives and priorities for the Education Department and learning-based programs.
- Innovate new school programs based on the Museum's collection, visiting exhibits, and interdisciplinary themes for pre-school and elementary age audiences.
- Direct vision and strategy for exemplary program development offered across education programs including school programs for kindergarten through 5<sup>th</sup> grades, teen programs, and public programs including MLK day, Election Day, Earth Rocks week. Fill in for teaching and supporting programs as needed.
- Responsibility for meeting the financial goals for school and camp programs, and professional development workshops.
- Oversee and support the program development and presentation in BCM's ColorLab Art Studio, Nature's Engineer's STEM Maker space, Animal Programs, and Collections.
- Grow capacity to expand offerings of the department, including identifying strategic revenue opportunities.
- Oversee the hiring and training of Museum educators, collections support staff, and interns on an ongoing basis.
- Supervise, mentor, evaluate, and provide direction for education teams, including up to 16 full- and part-time staff members.
- Oversee BCM's collection care maintenance with BCM's facilities and maintenance teams and engage consultants on an as-needed basis.
- Coordinate periodic collections archive requests.
- Develop strategies for education-related program publicity and marketing in collaboration with Museum's communication team.
- Create tools and strategy to evaluate learning-based programs and gather educator feedback.
- Collaborate with afterschool program and provide oversight and leadership support to the Museum's Teen program when active.
- Develop and deepen partnerships with schools, including Districts 16, 17, 19, 22, and 23 with the goal of increasing school visitation and expanding the Museum's services for educators.
- Facilitate professional development opportunities for education staff and workshops for partnership schools, grant projects, and related educators.
- Oversee academic partnerships and collaboration with higher education in related disciplines.
- Manage departmental budgets and oversee revenue and expense goals related to program delivery.

- Collaborate with Exhibits dept. on conceptual development of new exhibits and collections activations.
- Collaborate with Development dept. on collections, archive, and education-related grant and funding opportunities.
- Participate in professional activities and forums to represent the Museum, share exhibit innovations with the field and to maintain and deepen professional expertise and knowledge.

### **Preferred Qualifications**

- Preferred Master's degree in education, art education, museum studies, or early childhood education.
- 6 or more years of museum education experience, with at least 3-4 years in a leadership role.
- Experience in object/inquiry-based learning as well as in delivering hands-on programs based on cultural, natural sciences and art themes.
- Experience developing and delivering written curriculum for early childhood-age children and their caregivers in formal or informal learning-based settings.
- Demonstrated management and team leadership capabilities, with excellent communication, writing, and organizational skills.
- Ability and desire to work collaboratively as part of an interdisciplinary team and be open to constructive feedback and exchange.
- Demonstrated experience in developing and facilitating Professional Training workshops and training for teachers and educators based on museum education themes.
- Active interest and commitment to social justice initiatives, racial equity and inclusion in Education and Collections interpretation.
- Experience with schools and education programs in Central Brooklyn a plus.
- Proficient with Macs, PCs, Microsoft Office, Google Apps, TMS, and Dropbox.

### **Schedule**

The Director of Education currently works 5 days per week, Sunday through Thursday, 9:30am to 5:30pm. This position requires occasional flexibility for evening or weekend hours based on programmatic needs, special events, and community partnerships.

### **Salary & Benefits**

The annual salary for this role is \$85,000. 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](mailto:careers@brooklynkids.org) with "[Your Last Name]–Director of Education," in the subject header. Applications will be reviewed on a rolling

basis and accepted until June 30, 2025. Only those candidates selected for an interview will be contacted.

**Equal opportunity employment**

Brooklyn Children's Museum is an Equal Opportunity Employer and does not discriminate on the basis of age, color, national origin, ethnic origin, citizenship status, disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, marital status, veteran status, or any other characteristic protected by federal, state, or local law in its employment policies.