



**Director of Education and Engagement
New Haven Museum
New Haven, CT**

The New Haven Museum seeks an innovative, enthusiastic professional with demonstrated experience in the field of museum education to provide leadership for school, public, and outreach programs. This professional will have the vision and capacity to rethink and define the role of the Museum in New Haven's public and private schools, and build upon, expand, and identify new programs and partnerships that broaden the Museum's public dimension and make it an active center for exploring the people, places, events, and ideas that have shaped the Elm City and inform its present. This individual reports to the Executive Director and is a member of the Museum's senior management team.

Organizational Summary

Founded in 1862 as the New Haven Colony Historical Society to preserve the history and traditions of the Greater New Haven region, the New Haven Museum (NHM) stimulates inquiry and fosters appreciation of the history and heritage of our locale. The Museum's collections date to the early years of the New Haven Colony and include more than 10,000 decorative and fine art objects, an extensive photographic archive (75,000 prints, negatives, film), and the holdings of the Whitney Library, which exceed 30,000 volumes and 320 manuscript collections, as well as architectural drawings, maps, broadsides, newspapers, and other items. Exhibitions, lectures, events and publications bring more than 375 years of New Haven history to over 10,000 visitors annually, including some 1,700 schoolchildren. The Museum is the steward of two historic buildings: its 1930 Colonial Revival-style headquarters at 114 Whitney Avenue, adjacent to the Yale University campus and part of the downtown area; and the historic c. 1780 Pardee-Morris House, located on the East Shore, which is open seasonally.

Job Summary

The Director of Education and Engagement sets the vision and leads the initiatives for visitor engagement and learning at the New Haven Museum and its seasonally-opened historic Pardee-Morris House. The Director brings passion and knowledge about history and its relevance to the present in the design and delivery of the Museum's programs. The Director manages school, adult, family, and outreach programs—including their development, implementation, and assessment, administration of budgets, and general oversight—and works collaboratively internally and with organizational and community partners. The Director recruits, trains, and supervises part-time instructors, volunteers, and interns in the delivery of these programs.

Essential Duties & Responsibilities

- Oversee the development, planning and administration of the museum's educational program including experiences for school, family, youth, adult, and community audiences
- Build and maintain effective long-term relationships with area schools and other partner organizations
- Develop and lead professional development for classroom teachers
- Develop and administer the operating budget for the Museum's education department
- Seek out funding opportunities and develop project proposals in collaboration with Museum staff
- Strategically plan programs to grow the Museum's audience, increase attendance, generate revenue, and provide opportunities for other forms of support
- With other Museum staff, guest curators, and designers, develop interpretive materials for new exhibitions
- Serve as the Museum's public face within the history education community through professional leadership activities, committees, and affiliations
- Expand the Museum's leadership role in Connecticut History Day as a strong regional partner to state organizers
- Recruit, supervise, and train part-time staff, interns, and volunteers for work on projects and guided programs
- Create and manage audience-appropriate online educational resources
- Actively help to market and promote education programs to the media, community, and other outlets

Qualifications

Minimum Requirements

- Master's degree in Education, American Studies, Public History, or Museum Studies
- Three to five years of experience as a museum or arts educator, preferably in a supervisory capacity
- Demonstrated knowledge of museum education inquiry- and object-based theories of learning, including:
 - Knowledge of child and adult development learning theories and universal access
 - Familiarity with national and state learning standards
 - Experience in developing gallery-based lesson plans
 - Experience in teacher training
 - Ability to design the most appropriate experiences and materials for target audiences (guided, self-guided, online), including content for tours and apps
- Proven success developing desired outcomes or impact plans for visitor experiences
- Excellent written, organizational, and interpersonal skills, attention to detail
- Collaborative and culturally competent
- Strong presentation skills, comfortable with public speaking
- Computer and Internet literacy, including MS Office, Outlook, WordPress, and familiarity with Adobe CS
- Understanding of social media and its use in promoting greater access to museum collections and programs

Preferred Requirements

- Master's degree in Education from an accredited college or university
- Supervisory experience
- Knowledge of Connecticut or New England history
- Knowledge of cultural and educational organizations

Additional Requirements

- Highly organized with the ability to work on several projects concurrently and handle requirements for accuracy and quality
- Able to work independently and maintain regular and timely attendance
- Able to climb stairs, carry or lift 30 pounds, and stand or sit for extended periods of time
- Work weekend and evening hours as needed
- Valid driver's license and access to own transportation

Salary

Commensurate with qualifications and experience

To apply, send cover letter, résumé, and list of three references in Word or pdf format to search@newhavenmuseum.org. Review of applications will begin immediately and will continue until the position is filled. No phone calls, please. EOE.