



Director of Education & Visitor Experience

Department: 1130

Job Status: Full Time

FLSA Status: Exempt

Reports To: President & CEO

Amount of Travel Required: As Required

Job Type: Regular

Positions Supervised: Full-Time and Part-Time educators

POSITION SUMMARY

Lead and oversee the growth, evolution and operations of the Avampato Discovery Museum (**ADM**) at the Clay Center. The Director is a key member of the leadership team involved in institution-wide vision, design, development and implementation of the museum's experiences including STEAM programming, exhibits, both internal and traveling, and the Caperton Planetarium and Theater (**CPT**). Creative team leader with a strong commitment to building dynamic, inclusive and collaborative experiences that positively impact the local, statewide and regional communities served by the Clay Center. A proven ability to conceptualize innovative, exciting and meaningful interactive visitor experiences that engage audiences in a wide variety of STEAM areas.

ESSENTIAL FUNCTIONS

1. Lead and manage all aspects of programming and operations in ADM.
2. Responsible for envisioning, creating and implementing innovative and educational learning experiences in ADM and CPT.
3. Provide leadership as a member of the senior management team.
4. Recruit, train, task and retain talented staff; set challenging goals, encourage and assist others in the achievement of their goals.
5. Collaborate with staff across departments to develop creative programs, events and partnerships.
6. Remain abreast of trends and best practices in the fields of education and museums.
7. Perform regular evaluations and surveys of programs and gallery operations to continually improve the visitor experience.
8. Develop departmental annual budget and review as needed. Participate in calendar planning, grant writing and grant reporting.
9. Collaborate with other leaders at the Center on the development of innovative museum exhibits, events and environments from concept to design, fabrication and maintenance.
10. Play a key role in implementing the organizations long range strategic plan.

Other duties as needed.

POSITION QUALIFICATIONS

At least 5 years of significant experience in education in museum settings or closely aligned institutions. Must be passionate about public education relating to STEM programming with expertise in hands-on STEAM and alternative approaches to conveying knowledge, and a deep understanding of the diverse needs of learners of different ages and backgrounds. Must have strong administrative, managerial and organizational background that includes successful budgeting, planning and interdepartmental coordination. Must be energetic, creative, engaging and have the ability to publicly engage the Center's diverse audiences.

Education: Must have a bachelor's degree, preferably Masters, in the field of science, science education or closely related work experience.

SKILLS & ABILITIES

Competency Statement(s)

- **Ambition** - The drive to achieve personal advancement.
- **Analytical Skills** - Ability to use thinking and reasoning to solve a problem.
- **Accuracy** - Ability to perform work accurately and thoroughly.
- **Assertiveness** - Ability to act in a self-confident manner to facilitate completion of a work assignment or to defend a position or idea.
- **Communication, Oral** - Ability to communicate effectively with others using the spoken word.
- **Communication, Written** - Ability to communicate in writing clearly and concisely.
- **Consensus Building** - Ability to bring about group solidarity to achieve a goal.
- **Creative** - Ability to think in such a way as to produce a new concept or idea.
- **Customer Oriented** - Ability to take care of the customers' needs while following company procedures.
- **Enthusiastic** - Ability to bring energy to the performance of a task.
- **Detail Oriented** - Ability to pay attention to the minute details of a project or task.
- **Friendly** - Ability to exhibit a cheerful demeanor toward others.
- **Initiative** - Ability to make decisions or take actions to solve a problem or reach a goal.
- **Interpersonal** - Ability to get along well with a variety of personalities and individuals.
- **Motivation** - Ability to inspire oneself and others to reach a goal and/or perform to the best of their ability.
- **Organized** - Possessing the trait of being organized or following a systematic method of performing a task.
- **Persistence** - Ability to complete tasks or continue in a course of action in spite of opposition or discouragement.
- **Persuasive** - Ability to influence others to change position or to adopt a specific point of view.
- **Relationship Building** - Ability to effectively build relationships with customers and co-workers.

PHYSICAL DEMANDS

- N (Not Applicable) Activity is not applicable to this position.
- O (Occasionally) Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- F (Frequently) Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- C (Constantly) Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands		Lift/Carry	
Stand	O	10 lbs or less	O
Walk	O	11-20 lbs	O
Sit	O	21-50 lbs	O
Manually Manipulate	O	51-100 lbs	N
Grasp	O	Over 100 lbs	N
Reach Outward	O		
Reach Above Shoulder	O		
Speak	F	Push/Pull	
Climb	O	12 lbs or less	O
Crawl	O	13-25 lbs	O
Squat or Kneel	O	26-40 lbs	O
Bend	O	41-100 lbs	N

WORK ENVIRONMENT

Indoor-Climate Controlled

Prepared by: _____ Date: _____

Approval Signature: _____ Date: _____

Employee Signature: _____ Date: _____

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.