



**Museum Education and Programs Manager  
Escondido Children's Museum**

**JOB ANNOUNCEMENT**

***ORGANIZATION OVERVIEW***

Mission:

The mission of Escondido Children's Museum (ECM) is to inspire children to learn about our world through exploration, experimentation and imagination.

Core Ideology:

- Children need a special, attractive, safe place where they can do what they do best, learn through playing.
- Children, families and the community benefit from "family learning," in which families spend time together with fun and educational activities.
- Interdisciplinary and hands-on learning cultivates children's multiple interests and abilities.
- Teaching children to respect and celebrate cultural diversity helps them understand themselves and builds bridges to understanding other places and times.

Vision:

ECM fills a community need by offering a wholesome, educational and appealing gathering place for families, schools and other groups that serve children. ECM programs and exhibits cultivate school readiness and lifelong learning as only a children's museum can. ECM affirms diverse children as they develop and helps them understand the world they will inherit.

For additional information about ECM, please visit [www.escondidochildrensmuseum.org](http://www.escondidochildrensmuseum.org).

***POSITION OVERVIEW***

An exciting opportunity exists for a motivated and dedicated individual to manage all phases of program and education development and implementation, ensuring quality, appropriateness, and safety of museum visitors. The position reports to the Executive Director and leads, oversees, and participates actively in processes that incorporate educational initiatives from concept through field testing to full implementation. Participates on senior management team. Works effectively with exhibits and development team. Is responsible for achieving goals, results and managing within and across departmental boundaries. Assumes major impact on earned income and visibility within external and internal communities. Sets strategies and establishes goals and objectives institution wide and for department. Serves as a member of the management team, playing a key role in charting the museum's future, while fostering accountability for meeting its annual operating goals. Has exposure and involvement with schools, districts, teachers, strategic partners and volunteers, and museum staff across all departments.

## **RESPONSIBILITIES**

- Manages all phases of and participates in program development, from concept through field testing and full implementation
- Initiates, develops, guides to fruition and strengthens current strategies that support learning for children of diverse backgrounds and ages, and the adults who live and work with them. Includes, but not limited to: exhibit interpretation and support methods; programs and curriculum materials for educators; client-focused workshops; and sustained, substantive programs targeted to underserved youth
- Designs and manages effective, meaningful evaluation processes for exhibits, program and educational materials
- Leads and oversees annual and long range planning processes for department
- Identifies, communicates and builds consensus for priorities within the department and throughout the institution
- Coordinates meetings and involvement of community resources, strategic partners, and internal committees
- Develops and manages annual education plan and departmental budget
- Develops funding proposals and strategies, and reports to funding agencies as required
- Effectively manages exhibit design team and visitor services staff to ensure optimum educational support for visitors
- Collaborates with development and marketing efforts to ensure audience development and fundraising goal are met
- Ensures adequate museum, administrative and office supplies
- Identifies and works effectively with outside resources
- Participates in special projects and performs other duties assigned
- Participate on management team, establishing museum directions and priorities, and ensuring that implementation strategies prove effective

## **CANDIDATE REQUIREMENTS**

Education: Any combination of education and experience providing the skill and knowledge for successful performance would be qualifying. Minimum employment standards:

- Undergraduate degree required, graduate degree preferred.
- Relevant fields include museum education, psychology, and education
- Subject matter proficiency necessary
- At least five years experience in the informal education arena, museum experience preferred
- Management responsibility and supervisory experience required

Experience: The successful candidate ideally will demonstrate a commitment to the ECM mission, as well as extensive knowledge and competencies in the following:

- Ability to envision, plan, execute and manage complex projects from inception to fruition
- Ability to lead and motivate teams and individuals
- Value and create an environment that celebrates diversity, creativity and risk
- Passionate advocate for the interests of children and their learning
- Experience working with individuals from diverse cultural, ethnic, economic, educational, age and gender backgrounds
- Excellent organizational, interpersonal, written, verbal and public speaking communication skills

Other: Excellent computer and IT skills with proficiency in Microsoft Word, Excel, Publisher, PowerPoint and Outlook and in managing a fundraising database.

### ***DETAILS***

Compensation: The ECM Museum Education and Programs Manager position offers a competitive salary and benefits to be negotiated with a successful candidate commensurate with experience.

Status: The position is full-time, salaried and requires some work on evenings and weekends for special programs and events.

Location: ECM is located in the California Center for the Arts, Escondido within historic Grape Day Park, in Escondido, California, within San Diego County.

### ***APPLICATION PROCEDURES***

To be considered for this position, please send resume, salary requirements and a detailed, thoughtful cover letter describing your skills, experience, qualifications and interest in the position and the nonprofit sector in confidence to:

E-mail: [jobs@escondidochildrensmuseum.org](mailto:jobs@escondidochildrensmuseum.org)

Subject Line Reference: Museum Education and Programs Manager

**Application deadline is Monday, February 16, 2010.**

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