



Job Title: VP of Education and Facilities
Reports to: Executive Director
Supervises: Education, Facilities, Exhibit Maintenance
Details: Full-Time, Salaried, Exempt, PTO, STD, Life insurance,
flexible spending account and other benefits available
Hiring Range: \$52,000 - \$62,000

Background: Kaleideum was formed in July 2016 as result of the merger of SciWorks and The Children’s Museum of Winston-Salem. Currently, the museum operates two locations with a combined 95,000 square feet, 200,000 annual visitors and more than 2,200 members. The mission of the Museum is: *Inspiring wonder, curiosity, and lifelong learning in our children and community through interactive play and discovery.* As a merged entity, we spark the imagination and ignite the intellectual curiosity of our visitors by developing exhibits and programming that fuse STEM (science, technology, engineering, and math), literacy, and the arts into an integrated approach to learning. In all our endeavors, we seek to be strong partners with our families, schools, and community members as we prepare future generations for lifelong learning and success.

Role Overview: The VP of Education and Facilities is a member of the Senior Leadership team and is responsible for leading the education, exhibit and facilities departments to provide joyful, engaging learning experiences for Kaleideum visitors. The hands-on, interactive and interpretive nature of Kaleideum’s exhibits and programs requires an engaged, flexible and highly creative individual with a collaborative management style. The VP of Education and Facilities serves as the principle lead of the museum educational experience through programs – providing oversight of the development, creation, implementation and evaluation of the museum’s dynamic, high quality programs and collaborates closely with the VP of Planning in exhibit development.

Key responsibilities/Essential Duties:

Leadership

- Contribute to the building of a cohesive organizational leadership to nurture a culture of innovation, including serving on the Senior Leadership Team.
- Support development and fundraising efforts related to programming, including conceptualizing projects and meeting with potential funders and writing funding proposals.
- Attend all-staff meetings, providing trainings to keep staff current on museum, education, and evaluation skills and knowledge to build organizational competence and leadership capacity.
- Contribute to operationalization of Kaleideum’s values.
- Communicate and represent projects, priorities and programmatic impact to a variety of constituencies including Museum staff and board, funders, community groups, schools and other members of the field.
- Collaborate and work closely with the VP of Planning to incorporate new educational and museum trends into programming and to infuse educational priorities into exhibit development.

Management and Supervision

- Supervise, hire, train, and inspire the approximately 30 employees who provide public programming, school programming, theatrical programming, animal care, planetarium service, exhibit maintenance, and facilities maintenance.
- Set goals, monitor work, and evaluate results to ensure that department objectives are met.
- Prepare and manage department budgets and oversee revenue and expense goals.
- Ensure animals are cared for according to best practices.
- Manage contracts as required.

Educational Programming

- Provide the strategic vision for Kaleideum’s continually evolving educational programming, creating and managing long range goals, objectives and strategies, and an annual program plan and budget to provide world-class visitor experiences and reach target audience.
- Stay abreast of current research regarding educational approaches, museum trends, and evaluation techniques.

- Direct the research, development, implementation, dissemination, and evaluation for field trips, camps, floor demonstrations, programs, planetarium and theatrical shows. Work across departments to assist with implementing customer surveys and feedback to provide program evaluation and data collection.
- Ensure all programming is scientifically accurate, reflects current educational and museum research, and exceeds visitors' expectations.
- Ensure that field trip programming meets North Carolina Curriculum Standards in order to complement classroom education.
- Lead the development of innovative educational materials and foster professional development opportunities for staff and outside educators.

Community Relationships

- Act as a creative catalyst, exploring and cultivating community partnerships.
- Cultivate relationships with peers at other museums to keep current on museum education trends and position Kaleideum for future partnerships.
- Develop relationships with like-minded partners and collaborators in the Museum's service area to foster goodwill, build public relations, receive valuable evaluations and suggestions, expand programming and the reach of Kaleideum, including non-profit, for-profit, and educational institutions and associations.
- Build strong relationships with public and area private schools, serving preschool, K-12 and higher education to ensure their needs are being met and they are fully utilizing the museum.

Position Requirements/Qualifications:

- Commitment to and passion for the mission and values of Kaleideum.
- Relationship building skills, including the ability to collaborate; to lead and inspire a team; and to create strong and effective community, volunteer and donor relationships.
- Demonstrated management skills with the ability to identify and develop talent; exceptional coaching and interpersonal skills.
- Excellent written and verbal skills; attention to detail, critical thinking skills, and a capacity for creative vision.
- Ability to maintain confidentiality and handle sensitive information.
- A personal commitment to fostering a multicultural, diverse organization.
- Must be flexible, including some night and weekend work and occasional travel.
- Willingness to perform additional duties appropriate to the position, as assigned.

Experience:

- Graduate degree from an accredited college/university in a relevant field
- 5+ years developing and managing educational programs and staff in a museum or education setting
- Background in hands-on arts/cultural and science museums, including interpretive programs
- Experience working in a team setting where a high degree of daily communication is required.
- Experience driving strategic growth and change, building profitable practices and strengthening organizational capacity while maintaining a strong foundation.
- Experience working independently, and in cooperation with other Museum departments.

Must be able to lift to 25 lbs., maneuver within an office area, sit or stand for long periods of time, and work outside normal business hours as needed from time to time.

Kaleideum is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.

To apply, please submit a cover letter, resume and 3 references to edampier@kaleideum.org. No phone calls please. Only electronic applications will be considered. Applications will be accepted until the final candidate is selected.