



## Job Description

**Posted:**

**Position:** Director of Education  
**Starting Date:**  
**Department:** Education  
**Supervises:** Educators, Education Coordinator, Reservationist, Interns & Volunteers  
**Supervisor:** Executive Director

**Classification**      **Exempt**      Non-exempt      **Job Number**    E 304

**The International Museum of Art & Science located in the Rio Grande Valley inspires audiences of all ages to explore art and science through its permanent collections, exhibits, programs, and partnerships by empowering learners to discover their interests and pursue their passions.**

### **Job Description:**

The Director of Education is responsible for creating and utilizing an interpretive framework for learner-centered museum experiences. Through cross departmental collaboration, the interpretive framework guides education program development and implementation, exhibition interactives, and community partnerships. The Director of Education actively contributes to institutional strategic planning and ensures the department carries out strategic plan goals and objectives through the methods, content, and outcomes identified in the plan.

The Director of Education mentors and manages department staff through dynamic annual workplans and project-based responsibilities for individuals and teams. Collaborates with other departments on the timely development of an annual schedule of programs that are audience-focused, address current and/or relevant topics in art and science, and incorporate teaching with objects from the museum's permanent collection and exhibitions. Establishes appropriate performance measures for staff and regularly evaluates programs quantitatively and qualitatively through formal and informal practices.

Responds to opportunities, generates ideas, and takes calculated risks to produce and/or improve museum learning experiences for audiences and employees. Shares the Education Department's work and accomplishments through regular reports, informal posts (i.e., Teams

Director of Education

message, email, announcement at All Staff meetings, etc.), and external channels (i.e., newsletter articles, social media posts, blog posts, conference presentations, etc.). Actively participates in informal learning communities of practice and demonstrates continuous learning through the application of new knowledge, skills, and methodology.

**Responsibilities:**

- Plans, creates, implements, and evaluates effective museum and outreach programming for groups and individuals.
- Pays attention to audiences, remains up to date on museum audience research, educational practices, and demonstrates cultural competence, especially in working with community partners.
- Hires, trains, mentors, and evaluates education staff, interns, and volunteers.
- Develops an annual income and expense budget for the Education Department, including grant-based activities within the overall general operating budget.
- Collaborates with the K-12 community to ensure programs for teachers and school audiences are relevant, and, when required, are aligned with the Texas Essential Knowledge and Skill objectives.
- Regularly reports program statistics, attainment of goals and objectives, and performance to income and expense budgets.
- Collaborates effectively with other departments on managing education spaces throughout the museum, educators facilitating audience experiences, and other museum teaching spaces (primarily exhibits).
- Develops and implements grant-funded, partnership, or sponsorship programs working cooperatively with the Development Department to satisfy donor/funder requirements and expectations.
- Performs other duties as assigned.

**Requirements:**

- Bachelor's degree in art, education, science, or relevant field or equivalent learning experiences required.
- 2-3 years of work experience in museums or similar institutions required.
- Demonstrated experience managing projects, budgets, and supervising individuals to achieve measurable outcomes.
- Experience working with children preferred.
- Bilingual (Spanish speaking) preferred.
- Experience working with diverse cultures preferred.
- Must pass a background and drug test.