Director of Learning & Public Engagement

Located in the heart of historic Philadelphia, the National Liberty Museum (NLM) brings liberty to life through stories of people whose character and courage have expanded our freedom and liberty. The Museum’s exhibitions, educational experiences and public programs inspire visitors to think about liberty as an ongoing human quest that we all share. The NLM presents liberty as non-partisan and welcomes all voices and points of view to participate in our programming.

Description:

The NLM seeks a Director of Learning & Public Engagement to oversee our museum education department, which delivers programming to our core audiences: youth, school & teachers, families, and adults. As we have turned more of our focus to virtual and remote learning, we seek a forward-thinking director who is an innovator, is current and researched on leading practices in virtual e-learning/programming and can bring a strong strategic vision to the leadership and supervision of the department’s staff, as the NLM’s mission and messages on responsible civic engagement are more relevant than ever. The Director will work closely with the leadership team to launch new initiatives and grow current programs. Diverse applicants encouraged to apply.

Reports to:

Chief Administrative Officer (CAO)

Hours:
Full time, 40 hours a week. Mon-Fri
Occasional Weekends and Evenings may be required.

Duties & Responsibilities:

- Develop overall goals and vision for the Education department in conjunction with leadership team.
- Lead the creation of a diverse set of programs for all ages and audiences, ranging from pre-school to adults.
- Work with the exhibitions staff to create educational programs and oversee the tailoring of virtual/in-person tours to complement temporary exhibits.
- Prepare and manage the Education department’s annual budget.
• Collaborate closely with Development in the cultivation of donors, and in the research and application of grants to support the NLM’s Education programs.
• Contribute to the strategic plan for the expansion of the Young Heroes Outreach Program and other NLM education programs.
• Recruit, train and supervise our educators
• Direct the current education team and oversee their professional development
• Forge relationships with other like-minded institutions and network to advance the brand and partnerships of the NLM.
• Collaborate with thought leaders in civic and character education
• Keep updated on best practices in virtual and museum education
• Provide curricular expertise on the development and refinement of education programs from year to year

Qualifications:
• Bachelor’s required and minimally 5 years of education leadership experience
• Strong background in education, including both classroom & informal learning, and experience with virtual/remote learning
• Understanding of the Philadelphia Arts and Culture scene
• Knowledge of the Philadelphia School Systems
• Supervisory experience, required
• Excellent writing and public speaking abilities
• Proven sales experience
• Understanding of Altru Database, preferred

Physical Demands:
The work environment and physical demands and characteristics are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions:
• Physical Demands: Requires some physical activity including sitting/standing, limited lifting and carrying (up to 20 lbs.), up/downstairs
• Work Environment: Work is typically performed in an indoor environment, in museum offices or on museum floor
• Equipment: General office equipment, projector, Smart Board, two-way radio

Work Environment/ Office Culture:
We are proud of our Museum family and work each day to create an atmosphere where everyone can contribute their ideas, energy and enthusiasm for the important services we provide to the public. We emphasize working together as a team which is cooperative and supportive of each other, with open communication always.

Our management team is committed to providing an atmosphere of trust and open communication and to listen to and answer any staff questions or concerns. We believe in
giving each staff person opportunities to grow and will always promote from within and where possible.

To Apply:
The National Liberty Museum is an Equal Opportunity Employer seeking a diverse workforce. The NLM provides an excellent compensation package. The benefits package includes medical, dental, life & long-term and short-term disability insurance, a voluntary 401(k) program with employer match, paid time off, and an employee assistance plan for transit and dependent care.

We are now interviewing and will continue to do so until we find the ideal candidate. Interested applicants are asked to please forward your 1) resume, and 2) cover letter for immediate consideration to HR@libertymuseum.org.

We regret we may not be able to respond to all applications. No phone calls, please.