



**Role Description:** Education & Community Engagement Manager  
**Reports to:** Museum Director

### Essential Function

Under the guidance of the Museum Director, the Education & Community Engagement Manager will provide leadership, direction, management and coordination of the Museum educational and outreach efforts.

### Essential Duties

- Ensure that the Museum’s learning experiences motivate and enhance a child's cognitive and social-emotional growth.
- Oversee the evaluation of all learning experiences to ensure appropriate data is collected and utilized to meet program goals.
- Participate in the creation and implementation of a comprehensive relationship-building plan to strengthen the Museum’s reputation as a valuable destination.
- Enrich and enhance opportunities for children and their families through reciprocal and synergistic relationships with libraries, schools, public services organizations, arts organizations and other community partners who have resources or expertise to enhance the mission.
- Ensure adequate resources for program development including researching grant opportunities, cultivate relationships with grant makers and coordinate grant proposals.
- Develop and implement a new community engagement initiative in targeted communities, raising the Museum’s profile and stewarding collaborations with schools, non-profit partners, foundations and corporations.
- Develop communications and outreach initiatives to share the Museum’s hands-on approach to learning.
- Ensure materials linked to newsletters, reports and fundraising campaigns and events demonstrate the museum’s educational strategies.
- Demonstrate support of the museum’s mission, management and Board of Directors.
- Perform any other required duties as requested by the Museum Director.
- Keep confidential the business functions of the Museum including, but not limited to, customer information, employee issues, etc.

### Required knowledge, skills, and abilities

The Education & Community Engagement Manager:

- Is energetic, enthusiastic, well-organized, and creative.
- Displays a friendly, welcoming manner.
- Models integrity, objectivity and courtesy.
- Has patience and understanding for every person who is encountered.
- Demonstrates strong leadership skills, including the ability to gracefully work with varied personalities and constituencies to accomplish goals.
- Is flexible and adaptable to the changes that will occur in the position.

- Communicates effectively in writing, telephone and in person.
- Is organized, honest, works well with others and has an outgoing and positive personality.
- Maintains a clean work area.

### Qualifications

- Bachelor's degree in a relevant field.
- Public relations experience is a plus.
- Excellent organizational skills and attention to detail.
- Demonstrated ability in technology use and database management.
- Museum, nonprofit or school experience preferred.
- Successful results on a criminal and sexual abuse background screening.

### Physical Demands

Considerable standing, walking, stooping, and stair climbing. Some lifting of more than 20 lbs., bending, and stretching overhead is required. Potential exposure to paints, glues and solvents. Outdoor activities may expose this position to extremes in temperature and inclement weather.

### Schedule expectations

Full-time position of forty (40) hours per week. This position is required to start early or end late and/or and may include weekend activities.

### Application Process

Please submit the following information via email to [humanresources@kidsplaymuseum.org](mailto:humanresources@kidsplaymuseum.org).

Phone inquiries, mail or in person submissions will not be accepted.

- Cover Letter with an expression of interest
- Resume
- Three letters of professional reference with contact information