

Position: Director of Education

Supervisor: Vice President of Collections and Interpretation

Position Description:

The Director of Education is responsible for the development, implementation, and evaluation of all educational programming based on the historical resources of the Detroit Historical Society, ensuring the quality of the educational experiences.

Specific Duties include:

- Lead and manage curricula-based school programming (**50%**)
 - Identify appropriate target audiences (grade level, geographic, etc.) for educational programs
 - Create educational programs based on the collections, exhibits, and interpretive themes of the Society that meet Michigan's Grade Level Content Expectations (GLCEs) and attract and engage audiences
 - Create and manage on-line educational programs for teachers and educators that facilitate both in-house and remote use of Society resources
 - Serve as a liaison with teachers and educators, ensuring the relevance of Society programming
 - Train and evaluate Society guides in the delivery of educational programs
 - Conduct on-going evaluation of educational programs to ensure its effectiveness
- Lead and manage educational content for non-school audiences (**20%**)
 - Produce gallery-based educational programming for a range of audiences
 - Produce and manage gallery tour content
 - Train and evaluate Society guides in the delivery of programming
- Contribute to exhibit production (**20%**)
 - Work with the Director of Exhibitions and Programs, Curatorial, and Program staff to develop Society exhibits. Identify appropriate content and delivery methods for target audiences that contribute to the educational goals of the Society
 - Produce supplemental materials, interpretations, and programs that enhance the educational capacity of the exhibits
- Contribute to other Society initiatives to further the educational mission (**10%**)
 - Collaborate with development staff on grant applications and other initiatives
 - Contribute lectures, articles, and presentations for a variety of constituents
 - Contribute to the promotion and visibility of the Society's educational mission
 - Other tasks as assigned

Desired Qualifications:

- Expertise and experience in school-based programming design and implementation
- Experience with educational programming in a museum setting
- Excellent oral and written communication skills
- Ability to work well under the pressure of deadlines and to balance multiple projects at once
- Possess advanced planning and organizational skills
- Ability to supervise and manage volunteer and professional staff
- Ability to interact effectively with multiple museum constituent groups
- Bachelor's Degree in related field required, Master's degree preferred
- Willingness to work irregular hours as needed

Send resume and cover letter to:

David A. Janssen
VP of Collections and Interpretation
Detroit Historical Society
5401 Woodward Avenue
Detroit MI 48202