

Director of Early Childhood Education



WOW! Children's Museum is an equal-opportunity, non-profit 501(c)(3) organization that offers employees a creative and collaborative working environment. We engage all families in educational, hands-on experiences that connect curiosity, creativity and discovery and serve approximately 90,000 visitors annually. We are seeking a Director of Early Childhood Education to join our team in a leadership role as we refresh our 8,000 SF facility in Lafayette, CO. The ideal candidate will have experience related to program and content development, process improvement, evaluation, strategic planning and community engagement. The Director should be creative, organized and passionate about WOW!'s mission, with a deep understanding of child development and learning for children ages 1-8. We need someone who understands the pedagogy and also how to implement it in our unique environment.

Hiring Process: To apply, send a resume and cover letter to jennifer@wowchildrensmuseum.org. No phone calls, please. The application deadline is November 17, 2017 and we would like the selected candidate to start by early January 2018.

Title: Director of Early Childhood Education

Employee Classification: Non-Exempt, Part-Time

Work Schedule: 20 hours/week, flexible schedule

Compensation: \$24/hour

Reports To: Executive Director

Job Purpose: Guided by our strategic plan, the Director of Early Childhood Education will work collaboratively with Museum staff to ensure that our educational philosophy flows throughout all exhibits and programming, actively engaging young learners in our community. This position will provide the educational foundation for all of the experiences and programming at the Museum.

MAJOR JOB RESPONSIBILITIES:

1. Program and Exhibit Development

- Creates philosophical framework/core values encompassing WOW!'s beliefs about education, the foundation for all Museum exhibits and programming.
- Works very closely with Museum staff and content experts to identify learning objectives for new exhibits, or renovations of existing exhibits, aligned with and guided by WOW!'s values, strategic plan, learning approach and aesthetic standards.
- Manage the design and implementation of our onsite and offsite education programs for children ages 1-8; supervising the Community Educator and acting as a back-up instructor, as needed. Critical to the role is the ability to develop and oversee partnerships with groups such as local school systems, Head Start programs, preschools and libraries.
- Evaluates effectiveness of educational goals pertaining to exhibits and programming.
- Create and manage an annual budget to provide high-quality education programming and reach targeted audiences.



2. Community Engagement

- Works with the Executive Director and other key staff to build and manage relationships with major external partners including universities, sponsors, and education associations.
- Serve as a Museum ambassador at community meetings, workshops, or on community boards or committees.
- Assists the Development Director with fundraising activities, including pitching exhibit/program ideas to donors and providing content for grant and sponsorship proposals.
- Develops educational content for the website and social media.

3. Interdepartmental Collaboration and Training

- Train WOW! staff and volunteers in both content knowledge and best practices in interacting and guiding children's learning.
- Stays up to date on new developments in informal early childhood education and recommends changes for the Museum as needed.
- Attends all staff meetings as required.
- Keeps up to date on Museum policies, standards, and specific language.
- Assists in additional tasks as assigned by supervisor.

JOB QUALIFICATIONS

Education:	Bachelor's degree in early childhood education, Master's degree preferred.
Experience:	Minimum of 10 years of program administration experience, preferably with young children. Experience supervising direct reports. Must have extensive knowledge of ECE learning theories, educational methodologies for stimulating curiosity and motivating learning, developmental appropriateness, current scholarly research, and social issues impacting children and experience working in an informal education setting. Experience designing educational environments will be helpful.
Skills & Abilities:	Ability to think and work creatively. Positive and flexible attitude, receptive to feedback and ideas of others. Ability to work both independently and collaboratively. Proven experience with managing personal work time, project schedules and budgets. Demonstrated skill in creating age-appropriate experiences in an informal education setting. Engaging communicator and presenter, with proven ability to communicate confidently and effectively with coworkers, museum visitors and programming partners. Willingness to travel to offsite locations with personal car, as needed (we will reimburse mileage). Moderate lifting of portable teaching bins, tables or chairs may be required. Experience with students with special needs or English Language Learners a plus. Bilingual (English/Spanish) a plus. Successful completion of a criminal background check is required.
Competencies:	Commitment to experiential learning for children. Respectful and open to having many diverse voices inform and inspire Museum exhibits and programming. Enjoys working in a small, team-oriented museum environment.