

# Job Description

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**Title:** Director of Education

**Department:** Education

**Position Reports to:** Executive Director/CEO

**Date Revised:** April 2024

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## I. General Summary

The Director of Education provides leadership and management Museum-wide in the Education Division and related programming. This position is responsible for the overall development, organization, operation and coordination of the Museum’s educational and social engagement strategies and programs, which includes gallery based programs, studio programs in the Katherine Kilbourne Burgum Center for Creativity, and other formats inside and outside the Museum and galleries. As a member of the museum’s leadership team, this position requires a high level of professionalism; commitment to quality programs and excellent service; connectedness to artist communities, education communities, community organizations, and the community at-large; and fiscal responsibility to manage programs.

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## II. Principle Duties and Responsibilities

- Oversee development, implementation, and evaluation of educational programs, classes, workshops, camps and other formats for adults, youth, and families at the Museum and its Katherine Kilbourne Burgum Center for Creativity.
- Plan and manage Youth and Adult Education Division budget including the Katherine Kilbourne Burgum Center for Creativity and Hannaher’s Inc. Print Studio budgets.
- Plan and manage curriculum development, administrative and logistical requirements of the Fargo Public Schools Gallery + Ceramics program, West Fargo 5<sup>th</sup> Grade tour program, the Moorhead 5<sup>th</sup> Grade tour program, the Plains Inside and Out Rural School program and any other large school programs.
- Plan administrative and logistical requirements for educational programs, classes, workshops, camps and other formats for adults, youth, and families.
- Oversee live and virtual programs and events, such as:
  - Gallery + Studio, adult and student guided tours
  - After school classes and art-making adult, youth, and family workshops
  - Plains Art Inside & Out experiences
  - Educator workshops
  - Outreach Programs on American Art
  - Kid Quest
  - Tuesdays for Toddlers
  - Wellness and Access programs, including Art + Autism and Low-Sensory programs
  - Outreach programs, including programs connected to Plains Art Museum’s garden spaces
  - Buzz Lab and teen programs
  - Exhibition and public programs
  - Public Art projects, including Defiant Garden
- Provide team leadership and support directly to full time Education staff.
- Schedule, train, supervise, and evaluate education staff, including Teaching Artists and contracted educators working with various school, youth and adult programs.

- Design and support educators with program curriculum, including studio lesson plans, gallery experiences, and pre- and post-visit activities.
  - Serve as the primary point of contact for class registration software training, operation and maintenance.
  - Oversee use of Education Collection for programs and exhibitions.
  - Collaborate with Museum teams, including Director/CEO, education staff, curatorial staff, and communications staff on ideas, program personnel, and activities for education integrated within and outside exhibitions.
  - Collaborate with the curatorial team on projects and exhibition development.
  - Serve as part of leadership staff at Museum and represent Education in program planning, department leader meetings, the Museum's curatorial team and the Board Education Committee.
  - Develop and maintain relationships that are beneficial to the department and the museum.
  - Evaluate current capacity and contribute to the vision of the museum's future.
  - Grant writing and support
  - Other duties as assigned or needed.
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**Job Qualifications/Requirements:**

1. B.A required; Master's degree (in Art History, Museum Studies, Museum Education, Art Education, or related field) or advanced work experience preferred
2. 5-7 years prior experience in arts, cultural, or educational organizations
3. Personnel management experience required
4. Ability to intentionally and effectively work with a diverse community; high integrity, judgment and discretion
5. Knowledge and appreciation of art education and current museum-based pedagogy
6. Excellent research and writing abilities
7. Excellent interpersonal and communication skills
8. Command of Microsoft Office Suite programs (Word, Excel, PowerPoint, Outlook)
9. Demonstrated organizational skills, including budgeting, attention to detail, prioritization, and time management skills
10. Self-directed, dependable, energetic, highly motivated, and outcome-oriented
11. Public speaking skills and ability to convey information effectively.

**Employee Print Name** \_\_\_\_\_

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_