



IMMEDIATE JOB OPENING Director of Education

Job Title:	Director of Education
Institution:	Haggin Museum, Stockton, CA
Reports To:	Chief Executive Officer
Salary Range:	\$36-40,000/year plus benefits
Typical Hours:	40-hour work week/Tues-Saturday, 8:30-5 PM; 1 st & 3 rd Thursday adjusted hours until 9 PM

ORGANIZATION DESCRIPTION – Haggin Museum

The Haggin Museum opened in 1931 and is accredited by the American Alliance of Museums. Its core collections revolve around the fine arts and regional history. The Museum's mission is to inspire present and future generations to appreciate the fine arts and regional history by engaging visitors' creative, social, and learning interests through exhibitions, programs, and events. For additional information about the museum, please see our website at www.hagginmuseum.org.

JOB SUMMARY – Director of Education

The Director of Education is responsible for all education related aspects of the museum's exhibitions, collections, programs, and services. In addition, the Director of Education is responsible for establishing and maintaining effective working relationships between the museum and the diverse cultural and educational publics throughout Stockton and San Joaquin County by performing the following duties. This is a full-time position with benefits.

ESSENTIAL DUTIES/RESPONSIBILITIES: include the following. Other duties may be assigned.

Programming

- Develops and implements programming which showcases the museum's collections and permanent and temporary exhibitions, with the goal of increasing access to the museum and increasing understanding of past and contemporary history, and art. Specific programming includes: Second Saturdays for Families, Music at the Museum, First & Third Thursday night gallery talks, music performances, and other public cultural events;
- Develops and implements programming in conjunction with individuals and groups representing the diverse communities in our area to present cultural traditions, local history and art, and contemporary issues important to those communities and to the larger community as a whole.

Exhibitions

- Designs and creates educational components; interpretive material, gallery, and activity guides, and displays for temporary exhibitions in conjunction with Collections, Archives and Museum Director;
- Assists in assessment of current interpretive materials in permanent exhibition, develops, as per requirement, new material for displays;
- Administers portions of the annual Robert T. McKee Student Art exhibition; mailing list, guidelines, communication with teachers, selection of judge, administration of awards;
- Develops relationships with individuals and groups from specific cultural communities in our area to contribute to temporary exhibitions with the goals of educating the general public and attracting increased visitation.
- Presents special exhibitions in private gallery talk to staff and docents

Docent Council

- Coordinates with community members and the Docent Council for the provision of tours and other docent services to children and adults;
- Coordinates Art and History Training courses for new docents, arranges for guest lecturers as needed;
- Researches and creates programs for Museum2Schools tours, coordinates outreach to schools with revised programs and new technology;
- Prepares docent guides and conducts gallery talks for special exhibitions;
- Coordinates tour intake paperwork from teachers and requesting groups with Education Assistant;
- Guides Docent Council members in best practices of museum education and interpretation.

Education, Exhibitions & Collections Committee

- Staff representative on Museum committee; researches, writes, and revises Museum education policy with committee;
- Assists with exhibition planning;
- Articulates museum goals regarding school outreach, increasing tours, preparation of materials for online access congruent with state educational standards.

Classes and Contests

- Manages the annual Robert T. McKee Student Art Contest with Collections Manager, selects judge and coordinates prizes;
- Develops and teaches Summer Art Workshop; 2 weeklong sessions for kids ages 6 – 12.

Other Administrative Duties

- Develops and manages departmental budget;
- Plans museum's short and long-term educational goals;
- Supervises Education Assistant and Docent tour reservation system;
- Evaluates educational impact of museum exhibitions, programs, and services;
- Coordinates with all other museum staff and volunteers in carrying out these duties;
- Directly supervises the Education Assistant.

EDUCATION/EXPERIENCE

Bachelor's Degree in Museum Studies, Education, History, Art, or Art History with three year's experience in educational programming or a Master's Degree in one of the above fields with one year of museum education or educational programming experience. Knowledge of best practices and ethical standards in the field of museum education. Proven ability to manage many different kinds of projects and programs with rapid deadlines, activities, and unexpected assignments. Proven ability to work effectively with volunteers, general public, diverse local communities, children, and fellow staff members.

APPLICATION

Interested candidates should send a cover letter, resume, and professional references to HagginMuseumJobs@gmail.com or 1201 N. Pershing Avenue, Stockton, CA 95203. We are looking to fill this position with the right candidate immediately. No calls, please.

The Haggin Museum is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.