



Bay Area
Discovery
Museum

Associate Director of Museum Programs

POSITION SUMMARY

The Bay Area Discovery Museum—a nationally-recognized children’s museum and research center focused on STEM and creativity development—seeks a new Associate Director of Museum Programs. This results-oriented, collaborative, and strategic leader will oversee education programming offered to the public, both as part of museum admission and through special programs. S/he will oversee education elements of exhibits; collaborate closely with visitor services to ensure that programs meet the needs of visitors and members; and oversee special event programming and donor programs. Reporting to the Vice President of Education and managing a team of five, this person will serve on both the Organizational Management and Education Leadership teams, informing policies and procedures for successful operation of the museum as well as direction and strategy for education initiatives. This person will draw on the research assets of the Center for Childhood Creativity to ensure that all museum programs demonstrate the promising practices outlined in the institution’s translational research. This is a full-time, exempt position.

MAJOR RESPONSIBILITIES

- Develop vision, strategy, and metrics for success for the following initiatives:
 - Public programs included with museum admission (arts programs, STEM programs, Fab Lab programs);
 - Programmed spaces included with museum admission (arts studios, educational exhibit elements, and the Fab Lab);
 - Revenue-generating specialty programs (summer and holiday camps, family classes, and Fab Lab workshops);
 - Special events (e.g., STEM Superheroes Series)
- Provide exemplary leadership, management, and operational oversight for the teams executing against this vision and strategy.
- In collaboration with human resources, articulate KPIs related to frontline and program staffing and staff engagement; develop meaningful strategies to attract and retain diverse talent, representative of the Bay Area’s many communities; in partnership with the CCC, oversee and lead staff training.
- Drive budget development, aligned to annual goals and strategic planning; oversee monthly expenses and revenues.
- In collaboration with the Associate Director of Marketing/ Communications, ensure that museum’s unique brand promise is successfully communicated through education programs.
- In collaboration with the Associate Director of Marketing/ Communications, evaluate opportunities to bring museum programs off-site toward a goal of driving attendance with new museum audiences; oversee the execution of prioritized offsite marketing-driven events.
- In partnership with the visitor services team, collect and analyze data related to visitor experience of programs; use data to inform design and delivery of programs.
- Establish processes and procedures for program evaluation, including alignment to research and efficacy of approach.
- In partnership with the Development Department, oversee the delivery of high-quality specialty programs for donors and work collaboratively to support other fundraising efforts.
- Establish and communicate priorities for space usage for programs and collaborate with Facilities Department to ensure these align to broader institutional space requirements and associated revenue and impact goals.
- Establish and enhance partnerships and relationships with a wide range of community organizations, including community advisors, Park Partners, environmental and cultural institutions and other informal education service providers.
- Participate in occasional weekend and evening work to oversee and support teams and initiatives as needed.

QUALIFICATIONS

- Bachelor's required; Master's Degree or equivalent experience in Education, Museum Sciences, and/or Business preferred.
- Understanding of, respect for, and investment in **creativity** (defined broadly as the openness, flexibility and persistence to solve problems in innovative ways) and **STEM education**.
- Five or more years of experience in management, ideally in the education sector.
- Exemplary communication and customer service skills.
- Proven track-record of strong operational management, including budget development and management; hiring, training, and overseeing staff; and systems and processes development.
- Passion for developing, overseeing, and evaluating hands-on, learning-rich programs.
- Tolerance of ambiguity, change, risk, rapid iteration and a fast-paced work environment; ability to manage pressure with sense of humor, perspective and strong prioritization, and positivity.
- Skills in both creative idea generation and tactical execution.
- Ability to work both independently and collaboratively within a team.
- General comfort with technology; high proficiency with full Microsoft Suite; ability to learn new platforms quickly.
- Applicants bilingual in Spanish and candidates of color are strongly encouraged to apply.

TO APPLY

Qualified candidates should apply online at: <https://workforcenow.adp.com/jobs/apply/posting.html?client=BADM>

Applicants should be prepared to provide both a resume and cover letter. Please attach your cover letter in step 2 of the online application process when prompted to attach other documents.

NOTE TO CANDIDATE

Due to the sensitivity and requirements of our positions, you should expect to undergo and be cleared of an employment background/criminal check, if extended an offer for employment. You may also be asked to provide proof of educational degree(s), licenses or credentials pertinent to the position.

ABOUT US

Our mission: To transform research into early learning experiences that inspire creative problem solving.

In our one-of-a-kind location at the foot of the Golden Gate Bridge on 7.5 acres of National Park land, the Bay Area Discovery Museum (BADM) facilitates child-directed, open-ended, inquiry-driven learning through hands-on exhibitions, rich activities and risk- friendly challenges designed to ignite creativity, as well as STEM skills and critical thinking.

Additionally, BADM's research and advisory division, the Center for Childhood Creativity (CCC), is working at a national scale to advance the research that informs our understanding of childhood creativity, advocate for its critical importance and inspire the next generation of innovators, thought leaders and problem-solvers.

WHAT WE OFFER

The Bay Area Discovery Museum offers a high-energy, results-oriented, creative and fun environment where all staff members contribute to creating an innovative environment that helps us achieve our mission. BADM provides 100% employer-paid medical, dental, vision, life, and long-term disability insurance to all full-time employees, as well as generous paid time off starting at 4 weeks per year. In addition, we offer the knowledge that your skills impact over 300,000 museum visitors each year onsite and many more in the community through BADM's Center for Childhood Creativity.

The Bay Area Discovery Museum is an equal opportunity employer committed to diversity.