

JOB VACANCY

Director of Education & Exhibits

Do you believe in the power of imagination, creativity, and play? The Children's Museum is looking for a collaborative and visionary leader to join our team as Director of Education & Exhibits. This role blends educational programming, exhibit development, and facility stewardship, ensuring that every child and family who walks through our doors experiences a safe, welcoming, and inspiring environment that reflects our mission, vision, and values.

Organization Summary

The Children's Museum exists to spark kids' creative learning. Our vision is to create educational experiences filled with excitement, wonder, and curiosity that all children can access.

We value:

- **Children.** Children are the primary focus of what we do and why we do it.
- **Education.** All children have the right to play and deserve a safe space to explore, create, connect, interact, and enjoy learning.
- **Responsibility.** Governance, transparency, integrity, and accountability are commitments in all our work.
- **Fun.** Make time to play every day, and celebrate the joy of play, learning, and fun.

Position Summary

As a member of the management team, the Director of Education & Exhibits is responsible for the museum's educational programming, permanent galleries, temporary exhibitions, and overall visitor experience. This position also oversees facility operations, ensuring that the museum's physical environment is safe, welcoming, and inspiring.

The Director of Education & Exhibits provides leadership to the Visitor Experience Department and plays a key role in advancing the museum's mission, vision, and values through dynamic programming, engaging exhibits, and thoughtful stewardship of the museum building.

Department:	Visitor Experience
Reports To:	Executive Director
Hours:	Full time, 35 hours/week, Monday – Friday (Occasional evenings and weekends required)
Salary & Benefits:	\$55,000 – \$65,000 annually Eligible for Employee Benefits Program

Responsibilities

- Lead the planning, development, delivery, and evaluation of the museum's educational programming
- Guide the planning, design, production, installation, maintenance, repair, and evaluation of permanent galleries and temporary exhibitions
- Provide leadership through oversight, coaching, and skill development of the Visitor Experience Department, ensuring delivery of exemplary customer service
- Oversee facility operations, including building maintenance and contractor relationships
- Prepare and oversee departmental budgets, grants, and contracts
- Carry out other duties as assigned

Qualifications

We welcome applicants from a variety of educational and professional backgrounds. A combination of formal education and relevant experience will be considered.

- Post-secondary education in education, museum studies, child development, or a related field is an asset
- Experience in children's/family program development, coordination, and delivery
- Experience applying educational, child development, and experiential learning principles in non-traditional environments
- Experience in exhibit planning, maintenance, and evaluation
- Experience in facility or building operations is a strong asset
- Experience in staff supervision and team leadership

Skills Required

- Strong leadership skills and sound judgment
- Creative approaches to problem-solving
- Well-developed organizational skills and ability to manage competing priorities
- Public speaking and presentation skills
- Ability to work independently and collaboratively with staff and volunteers
- Enthusiastic, engaging communication with children and adults
- Cultural awareness and sensitivity to working with diverse stakeholders

Skills Desired

- Comprehensive understanding of education principles, child development theory, and experiential learning
- Knowledge of Manitoba early years curriculum
- Ability to work in both official languages is an asset
- Media experience
- Understanding of HR principles and processes
- Possession of a Class 5 driver's license and access to a reliable vehicle an asset

Conditions of Employment

- Acceptable results on a Police Vulnerable Sector Check (PVSC) and a Child Abuse Registry Check

To Apply

- Forward resume and cover letter outlining suitability for this position to info@childrensmuseum.com
- The Children's Museum is committed to fostering a working environment that supports diversity, equity, and inclusion, and welcomes applications from all, especially those from under-represented groups.

Deadline

- Interviews will be conducted as suitable applications are received. This posting will remain active until a candidate is successfully hired.