



Fairfield Museum

AND HISTORY CENTER

Position Title: **Deputy Director for Programs**

Reports To: Executive Director

Level: Full Time. FSLA Exempt

Responsibilities:

The Deputy Director for Programs plans and implements strategies for delivering a broad range of creative programs, events, and exhibits that advance the Fairfield Museum's educational mission, expand community partnerships, and encourage deeper engagement with diverse audiences throughout southwestern CT. The Deputy Director for Programs provides leadership and vision to the Fairfield Museum's program, education, and exhibit staff to deliver innovative, audience-focused content that inspires civic engagement, fosters community dialogue, and celebrates the diverse history of our region.

Core Job Functions:

- Plans and implements, in consultation with the Executive Director and Board, a multi-year program and exhibition plan that builds community engagement, inspires the imagination, stimulates important community conversations, and strengthens connections across diverse communities.
- Leads cross-departmental teams in the planning and execution of programs, exhibitions, and community events.
- Leads and supports the education staff in the design and delivery of innovative school programs that inspire student learning, build strong relationships with teachers and schools, and meet local and state education standards.
- Directs the planning and implementation of adult and family-oriented programming that fulfills the Fairfield Museum's strategic goals, encourages greater visitation.
- Develop strategies for using educational technology, online resources, and media to expand audiences and reduce physical barriers to participation.
- Oversees evaluation strategies and incorporates that data into ongoing planning.
- Oversees the recruitment, training, and supervision of paid and un-paid program staff, including docents and seasonal educators.
- Works with the Executive Director to develop departmental and project budgets, and monitors income and expenses to meet the Museum's budgetary objectives.

- Stays up to date on industry best practices and ensures that Museum programming, exhibitions, and public events are presented in a safe, inclusive, and professional manner.
- Develops and maintains relationships and strategic partnerships throughout the community to enhance the Museum's reputation, brand, relevancy, and professional standing.
- Other Duties as required to advance the Fairfield Museum's mission and strategic goals.

Qualifications:

The Deputy Director for Programs will be a creative and resourceful leader who values collaboration with others. They will possess a strong capacity for self-management and the highest levels of personal accountability and integrity. Applicants should possess creative energy, good humor, passion for community, and enthusiasm for leading museum innovation and engagement. A minimum of five years of experience leading museum educational programs and/ or exhibitions, preferably in the humanities. Additional desired qualifications include:

- Graduate degree in the humanities, education, museum studies, or a field related to the position's core competencies, and relative knowledge through experience.
- 5-7 years of progressive and successful experience in the development, implementation, and evaluation of community-based programming.
- Experience in the application of diversity, equity, and inclusion principles and practices.
- Experience leading and inspiring a diverse team of staff, interns, and volunteers.
- Knowledge of current museum education theory and practices.
- Strong project management skills.
- Excellent written and verbal communication skills.
- Ability to manage budget and contracts, and work under tight deadlines.

The Deputy Director for Programs is a full-time, senior management position requiring occasional evening and weekend hours. Salary range \$90-100,000 / year, or commensurate with experience, with a comprehensive benefit package that includes health, disability, dental and life insurance, as well as an employer-sponsored 401K. The position will require employee to lift, bend, stoop, walk, speak, and stand for up to 7 hours in a day. The Fairfield Museum is an equal opportunity employer and encourages applications from people of color, women, and LGBTQ+ applicants.

To Apply:

Email a detailed resume and cover letter specifying relevant education and work experience by June 5th, 2022 to: search@fairfieldhs.org.