

## Director of Education

Reports to: Executive Director of Exhibits and Programs

Classification: Exempt. Full time. Days, evenings, weekends, and special events, as needed. Full MCC benefits.

Salary: \$65,000-\$80,000

Location: De Pere, WI

### **About the Mulva Cultural Center**

When it opens in fall 2023, the \$100 million, 77,000 sq. ft. Mulva Cultural Center, located in De Pere, WI, will be a world-class cultural destination, showcasing the finest traveling exhibits in the world along with unique features including a state-of-the-art theater, educational classrooms, an expansive gift shop, an upscale but casual-feel dining restaurant, event space, and more. Guests will experience a culturally creative and diverse environment for education, enlightenment, contemplation, and enjoyment.

### **Position Summary**

The Director of Education supports the growth of the Mulva Cultural Center through a variety of functions related to educational and public programs, tours and events. This position works with the Exhibits and Programs department to develop and facilitate new and varied educational programs that inform, educate, and engage diverse audiences, establish and enhance positive community relations, and fulfill the mission of the Mulva Cultural Center.

### **Responsibilities Include, But Are Not Limited To:**

- Develop goals, objectives and planning for Mulva Cultural Center's season schedule of educational programs and offerings as well as outreach programs, tours and activities
- Work with the department to create and implement new and varied programs that appeal to wide audiences, including but not limited to classes and workshops, guest speakers, author and scholar programs, panel discussions, educational events, small musical or dance performances, films, tours, drop-in family activities, and more
- Research, propose, plan, coordinate and execute outstanding public programs on themes related to the Center's rotating series of films and special exhibitions in science, art, history, culture and more
- Teach or deliver educational programs, classes and tours
- Design educational school and tour programs relating to the Center's exhibition and film offerings that meet local curriculum standards
- Assist with implementing a tour program and scheduling and/or responding to tour requests
- Conduct program review and analysis
- Work with Center team to develop content for website, brochures, handouts, activity sheets and curriculum when necessary
- Enhance public understanding and awareness of the programs and educational offerings of the Mulva Cultural Center
- Support and assist with the installation and set-up of exhibits and other programs

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### **Qualifications and Experience:**

The ideal candidate will possess the following qualifications:

- Bachelor's degree in education, museum studies or closely related field; Master's degree preferred
- 5+ years of experience in museum programming and/or education, or related experience with proven ability in organizing and planning educational programs and events
- Knowledge of learning styles, educational methodologies and philosophies, museum education theory and practice and the ability to apply them creatively to programming, informal learning environments, and gallery teaching practices
- Experience in the design and implementation of programs and learning opportunities that promote community engagement
- Ability to identify potential speakers, presenters, and topics for public programs
- Excellent verbal and written communication skills, including the ability to tailor speech and writing to a variety of audiences and purposes
- Strong interpersonal skills and ability to work effectively in a team environment
- Strong time management and multitasking skills
- Familiarity with non-profit organizations
- Flexibility to work evenings, weekends, and holidays

### **Equity, Diversity, and Inclusion Policy**

The Mulva Cultural Center fosters equity, celebrates diversity, and supports inclusion. We acknowledge that diverse backgrounds and voices of visitors, volunteers, trustees, staff, and residents represented in our communities make us strong and better equipped to make positive impacts locally, nationally, and internationally.

### **EOE**

The Mulva Cultural Center is committed to building a culturally diverse staff and is an Equal Opportunity Employer. The MCC provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression or any other characteristics protected by federal, state, or local laws.

### **To Apply**

Please send your resume to [HR@MulvaCenter.org](mailto:HR@MulvaCenter.org)

Learn more about the Center by visiting [www.MulvaCenter.org](http://www.MulvaCenter.org)

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