



Job Title: Director of Education  
Reports to: Executive Director

TMTM seeks a highly motivated individual to fill the position of Director of Education. This is a full-time exempt position and includes benefits. Salary \$41,000 – 46,000.

Encounter the magical world of miniatures at The Mini Time Machine Museum of Miniatures (TMTM), where visitors are seemingly transported to different lands and times through the stories told by over 500 miniature houses and roomboxes, expertly displayed in over 10,000 square-feet of state-of-the-art exhibit space. The Museum's permanent collection boasts antique dollhouses dating to 1742, contemporary fine-scale miniatures and the Enchanted Realm filled with fantasy themed miniatures. Frequent temporary exhibits, special programs and unique events deepen visitor's engagement with the Museum's collection and the world of miniatures to support the Museum's mission of preserving and advancing the art of miniatures. For more information visit our website: [www.theminitimemachine.org](http://www.theminitimemachine.org).

#### **Job purpose**

The Director of Education is responsible for a broad range of education functions. Primary duties include developing a comprehensive knowledge of the collection and the role of miniatures in arts and culture, defining and implementing goals and programs for the Education Department, managing staff and leading docent training.

#### **Duties and responsibilities**

- Study the museum collection and cultivate knowledge about miniatures in arts and culture.
- Manage education program and budget.
- Plan, develop and create education materials using a variety of delivery platforms for a wide range of visitors that address multiple intelligences, generational learning styles and preferences. This includes creating and implementing fresh content for touchscreen kiosks, interactive stations, and gallery/educator/special exhibition materials.
- Lead staff on organization and facilitation of public programs related to the permanent collection and temporary exhibitions including gallery talks, demonstrations, and special events for visitors of all ages and diverse backgrounds.
- Manage classes, summer camp and tinker workshop programs including creative guidance of program content, hiring and supervision of instructors, ordering and purchase of supplies and snacks, registration and guardian correspondence.
- Write and edit educational materials for museum programs and publications.

- Supervise department staff, including the Volunteer Manager, Kids Create Coordinator, Summer Camp Instructor, and others as applicable. Supervise the work of Education interns.
- Manage museum docent program including training and evaluation.
- Manage tour bookings and the museum's field trip grant program for schools and community organizations.
- Oversee the Museum's outreach services for schools and the broader community.
  - Solicit and schedule program presentations, and manage correspondence between the Museum, volunteers, educators, and organizations.
  - Train and assign interns and/or volunteers to present programs in the schools and community.
  - Oversee the scheduling, implementation, and evaluation of the program, and set goals for increasing reach in the community, promoting follow-up museum visits.
- Maintain the Education Department's operational functions that include statistical collection and documentation.
- Write and assist in writing grant applications for support of educational and operational activities of the museum.
- Develop, produce, and present professional development opportunities for educators and organize and implement an annual Educator event.
- Serve on committees and work with community organizations to create joint collaborations.

## Qualifications

### Qualifications:

Bachelor's degree in Art History, Art Education, Studio Art with art history and/or humanities background, Museum Studies, or Humanities with studio art background and teaching experience. Five years of professional experience in the development and implementation of education programs in an art or cultural museum. Strong written, verbal and interpersonal communication skills and an ability to initiate, develop, and maintain internal and external relationships. Excellent organizational skills and attention to detail. Experience with budgeting, planning, initiating and administration of programs and grants.

Preferred Qualifications: Ten years of professional experience in the development of education programs in an art museum, Master's degree, Bi-lingual an asset.

To apply: Send a cover letter and current resume to Lisa Hastreiter-Lamb, Executive Director, [lisahl@theminitimemachine.org](mailto:lisahl@theminitimemachine.org), subject line: Education Director Application.