



Building Better Brains.

Learning By Experience.

Making Meaningful Connections.

Director of Education

Position Summary

The Director of Education, as a key member of the management team, is responsible for all aspects of educational programming and curricula for the museum.

Essential Job Functions

- Develops, implements and manages all educational programming and community outreach programs.
- Staff liaison to Board Education Committee.
- Manages the development and tracking of educational outcome measurements and analytics.
- Develops and maintains partnerships and collaborations between the museum and the educational and non-profit community.
- Participates in grant development and reporting.
- Directs education staff training and teambuilding.
- Works closely with marketing and social media staff to develop content, and provide subject matter expertise
- Develops and provides curriculum/programming standards to promote parents' understanding of child development.
- Develop and implement Education Department policies and procedures and training manual.
- Develop and Manage Education Department budget.
- Provide additional support to the Executive team and Board of Directors.

Qualifications

- Bachelor's Degree in Early Childhood Education, Human Development or related field, Master's Degree preferred
- 5 years of experience in management positions
- Experience in program development and staff training
- Experience in grant writing and reporting, preferred
- Experience in community outreach and partnership development
- Proficiency in Microsoft Office programs
- Previous experience with data base software preferred
- Demonstrates a passion for working with children and young families

The Ideal Candidate

In addition to the above qualifications, the ideal candidate

- Thrives in an environment requiring self-initiation
- Enjoys public speaking; excellent writer
- Can provide recommendations toward continual improvement of current educational programming
- Is open to asking for guidance and clarity when needed.

The Position

This position is full time, exempt. The Director of Education will report to the Executive Director. The position will be based in Irvine, California.

To apply, please submit cover letter and resume to:

Phi Nguyen, Director of HR Phi.nguyen@pretendcity.org
Pretend City Children's Museum

Applications will be accepted by email only.
Only qualified candidates will be contacted.

Pretend City Children's Museum is an equal opportunity employer.
See more about Pretend City at www.pretendcity.org