



The Morris Museum creates opportunities for lifelong learning, discovery, and creativity driven by the contemporary interpretation of its Guinness Collection of Mechanical Musical Instruments and Automata as well as its general collections. The Museum is newly engaged in a multi-year transition embracing its revised mission “to interpret the past and discovers the future through Art, Sound, and Motion.

With a long tradition of serving its surrounding communities, the Museum provides family-friendly educational programs, complemented by sophisticated public programming for adults, including a dozen or more annual exhibitions and as many as 100 performances in its fully-rigged, 312-seat proscenium theatre. Opening in 2021 the tenth location in the Smithsonian Institution’s growing national network of *Spark!Lab* educational facilities, STE(A)M education is an increasing focus. The Morris Museum is the only Smithsonian Affiliate in the state of New Jersey.

**The Director of Museum Learning and STEAM Interpretation** will be charged with rebuilding the Museum’s education department, grounded in the Museum’s Guinness Collection and its new *Spark!Lab*. The DML is a member of senior staff, with gradually-broadening responsibilities for the Museum’s education programming. Initially, however, the DML will serve as the public face for the *Spark!Lab* program and spearhead the program’s operations. Primary duties include interacting with *Spark!Lab* visitors, developing a *Spark!Lab* volunteer corps, developing/maintaining a thorough knowledge of all Smithsonian *Spark!Lab* National Network activities, securing expendable materials, compiling usage statistics, and managing program budgets.

The DML will also embrace opportunities to weave STEM programming into the broader fabric of the Museum. Because the Morris Museum maintains a robust calendar of changing Art exhibitions, the DML will also look for innovative possibilities for integrating Art into STEM programming. As opportunities for growing the Museum’s education department allow, the DML will plan and manage this expansion, assisting in the recruitment of additional education staff.

## **Position: Director of Museum Learning and STEAM Interpretation**

- Full-time, exempt
- Salary: \$50,000 - \$60,000 plus benefits

### **Essential Functions:**

- Manage the reconstitution of the Museum's education department with a STE(A)M emphasis, integrating education programming into the mission of the Morris Museum, with its focus on art, sound, and motion.
- Prepare for the public launch of the new *Spark!Lab* and the ensuing visitation it receives.
- Staff the *Spark!Lab* during public hours, assisting visitors to become engaged in the invention process, offering encouragement, inspiration, and direction when needed.
- Keep abreast of current best practices both in museum education and STE(A)M education.
- Collaborate with Exhibitions Department to develop and implement education programming related to changing exhibitions (usually of Fine Art), ensuring that Art is not isolated from but well integrated into the Museum's STEM focus.

### **Responsibilities:**

- Recruit and deploy a diverse volunteer base, maintain a monthly staffing schedule, provide instruction on introducing *Spark!Lab* activities, and teach effective techniques for working with visitors.
- Establish a maintenance protocol to ensure that work spaces are always at the ready for visitor use.
- Oversee the inventory of all program materials, and order supplies for facilitated activities as needed.
- Keep statistics on visitation and program participation. Submit quarterly reports, as required by the Smithsonian.
- Maintain a productive relationship with the *Spark!Lab* leadership team in Washington D.C.
- Consult regularly with Marketing/PR to ensure the *Spark!Lab* is well visible in press releases, flyers/brochures, and other promotional materials.
- Collaborate with colleagues to plan and coordinate additional programs and activities as necessitated by ongoing museum initiatives, community partnerships, teacher workshops, etc.
- Participate in activities, organized and/or hosted by other *Spark!Lab* National Network sites across the country and in Washington, D.C.
- Assist in the preparation of grant applications and direct the delivery of grant-funded programs and initiatives.

### **The *ideal* candidate will:**

- hold, at minimum, a Bachelor's degree or equivalent in a STEM discipline and/or Museum Education.
- hold teaching certification in any state.
- demonstrate recent teaching experience in a classroom, museum, and/or tutorial setting.
- demonstrate personal experience in the "maker" and/or "hacker" movements.
- demonstrate excellent writing skills.

- have the ability to communicate effectively with adult caregivers, teachers, and children.
- be able to work independently as well as with a team. Individual must be personable and diplomatic in working with a diverse constituency and staff.
- have excellent organizational skills, attention to detail, and problem-solving ability.
- demonstrate technological alacrity, with a welcoming disposition to embrace and learn new technology as needed.
- have bilingual proficiency in both English and Spanish.
- demonstrate technological alacrity, with a welcoming disposition to embrace and learn new technology as needed. Print and web-design skills preferred. High proficiency with Google Suite and Microsoft Office a must, experience with Adobe Creative Suite (InDesign) and knowledge of WordPress preferred.

**Key Relationships:**

- Reports to President/CEO
- Collaborates with senior staff
- Supervises volunteers and interns

**Workplace Requirements:**

- 35 hours per week
- Work week regularly includes either a Saturday or Sunday.
- Work is typically performed in an office and learning-lab environment; prolonged periods of sitting, stooping, bending, use of computers and standard office equipment required to accomplish work objectives.

***The Morris Museum is an Equal-Opportunity Employer, dedicated to the goal of building a multicultural staff, with a passion to reach and serve our expanding, diverse public. We are also committed to providing reasonable accommodations to employees with disabilities.***

**To apply:**

Applications reviewed as received. No phone inquiries. Qualified candidates should submit: 1) a thoughtful letter of interest, 2) a CV, 3) contact information for three professional references, and 4) a statement of salary expectations. These materials must be sent as email attachments to [info@morrismuseum.org](mailto:info@morrismuseum.org) with “DML Search” in the subject line. Thank you for your interest.