



## **KID Museum Managing Director, Program & Curriculum Development**

### **About KID Museum**

KID Museum is the region's pioneering experiential museum and educational makerspace. We empower the next generation with the skills to invent the future. Through hands-on programming for kids and youth (ages 4-14), we challenge young people to be active makers, who harness their creativity, curiosity and compassion to build a better world. We design and deliver programs across the full continuum of learning for kids in pre-k through middle school in partnership with educators and schools. Our onsite programs, community events, and live, virtual sessions encourage families to learn and explore together, engage kids in driving their own learning, and support educators in the classroom. We are deeply committed to diversity, equity, accessibility and inclusion, and consistently prioritize reaching underserved students of color with these transformative learning experiences that unlock opportunity for personal and economic growth.

Through deep, embedded learning partnerships with public and independent schools, we support students and teachers in developing new skills and the "mind of a maker." This philosophy embodies the mindset that we believe will be necessary for the next generation to successfully compete in an increasingly diverse, interconnected, and rapidly changing workforce, driven by technology.

We empower the next generation with the skills to invent the future, and the mindsets, habits, and skill-sets we teach are practical and powerful in everyday life. We are part of a growing movement to remake education for every young person, putting them in the driver's seat and trusting them to be agents of change. For more information, please visit [www.kid-museum.org](http://www.kid-museum.org)

### **Position Overview**

KID Museum is seeking a **Managing Director, Program & Curriculum Development** to lead the development and management of our program and curriculum portfolio, ensuring alignment with our strategic vision and that we bring industry and user experience perspectives to curriculum development.

This position is a core member of the Education Leadership Team, reporting to the Chief Program Officer (CPO), and is responsible for overseeing the successful management of KID Museum program portfolio and ongoing product development.

The successful candidate will have a Bachelor's degree and 10+ years of senior leadership experience, with 6-8 years experience in project management and course/curriculum development for in-person and online learning; or a combination of education and experience. Demonstrated ability to lead a team of program designers and program managers to manage a diverse portfolio of educational programs. Graduate degree is a plus. Experience in creating and managing project plans, identifying the most important priorities in a plan, and providing clear status updates to stakeholders. This role is essential to the quality and delivery of Museum programs and requires product management, instructional design, and people leadership skills.

### **Essential Job Functions**

- Lead development and management of program and curriculum portfolio, ensuring successful implementation of programs and alignment with KID Museum's strategic vision and community commitments.
- Manage a team of program and curriculum designers to develop the full suite of KID Museum programs and curricula delivered directly to students and through teacher professional development.
- Oversee product development life cycle with a focus on user experience and continuous improvement.
- Oversee the project planning and execution of major programmatic initiatives on the Education team, including creating project plans, team management, adhering to deadlines, and ensuring the success of deliverables.
- Responsible for onboarding, coaching, and providing regular feedback to education program managers and program associates.
- Contribute to program evaluation with focus on formative evaluation, program improvement, and alignment of outcomes across program and curricula.
- Collaborate with the leaders of Teaching & Program Experience, Pedagogy & Learning Innovation, and Community Engagement & Program Innovation to ensure program fidelity and alignment.
- Serve as a leader, modeling the core values of KID - curiosity, creativity, collaboration, and compassion.
- Successfully complete other duties as assigned.

### **Minimum Qualifications**

- Keen understanding of maker education, learning pedagogies, and the maker movement.
- Demonstrated success in driving solutions in a fast-paced and rapidly-evolving environment.
- Takes ownership and accountability for actions and sees projects through to completion.

- Strong project management skills; ability to manage multiple and varied project timelines.
- Ability to communicate effectively in writing and orally, whether online, in-person, or in front of large audiences.
- Strong analytical, strategic thinking, and problem solving skills.
- Demonstrated ability to synthesize, evaluate and present large quantities of information and data with an equity lens.
- Excellent time management, organizational, and follow-up skills.
- Adaptable, flexible, patient, and able to work with little outside direction.
- Demonstrated ability to collaborate and communicate cross-functionally, internally among teams and externally.
- Comfort working in a fast-paced, entrepreneurial environment – a strong team player with exceptional interpersonal skills will thrive in this environment.
- Be a self-starter with strong attention to detail, and proven experience managing multiple priorities.
- Able to perform with a high degree of professionalism.
- Available to attend occasional evening and weekend events and programs.

The successful candidate must be able to perform the above tasks independently, accurately, reliably, and in a timely manner. Compensation will be commensurate with experience. A comprehensive benefits package will also be included. Please send a cover letter and resume to [careers@kid-museum.org](mailto:careers@kid-museum.org) for consideration.

*Diversity, equity, accessibility and inclusion are important, interdependent components of everyday life at KID Museum and are critical to our pursuit of excellence. KID Museum is an equal opportunity employer and does not discriminate against any employee or applicant for employment based on race, color, religion, national origin, age, gender, sex, ancestry, citizenship status, mental or physical disability, genetic information, sexual orientation, veteran status, or military status.*