

PLEASE TOUCH MUSEUM
Position Description

MANAGER, SCHOOL & COMMUNITY PARTNERSHIPS

Reports to:	Senior Director, Museum Experience & Education	Department:	Museum Experience & Education
Direct Reports:	N/A	Division:	Education
FLSA Status:	Exempt	Effective Date:	FY19
Employment Type:	Full-time	Hours/Week:	40/ Monday - Friday

Background

Please Touch Museum, the Children’s Museum of Philadelphia (PTM) was founded in 1976 and was the first children’s museum to focus exclusively on young children ages birth to seven years. Our mission is to change a child’s life as they discover the power of learning through play. In 2008 PTM moved to Memorial Hall in Fairmount Park, a National Historic Landmark which was built for the 1876 Centennial Exhibition.

Today, PTM is a multidisciplinary organization, providing exhibits and programs in the visual and performing arts, including theater, music, dance, literacy, humanities, math, and science. As a leading 21st century children’s museum, PTM’ exhibits, museum experiences, and educational programs are developed to engage children and foster the intellectual, social, and emotional skills necessary to be successful in the classroom, in life, and in future careers.

Position Summary

Reporting to and working closely with the Senior Director, Museum Experience & Education, the Manager, School & Community Partnerships will plan, develop, and foster partnerships and collaborative opportunities with Philadelphia schools, teachers, administrators, libraries, and community organizations. They will work closely with the Manager, Education Programs in the development of facilitated school field trip programs and drive long-term development of school-museum partnerships and programs within the Museum and in Philadelphia schools. They will develop and support programs and resources for early childhood professionals and educators. They will also lead school open house cultivation events.

Individuals interested in this position should be detail and goal oriented, able to work both independently and as part of a team, able to think and evaluate critically, and possess excellent interpersonal communication skills.

Essential Functions

- Identify schools and early childhood education providers in Parkside & greater Philadelphia for partnership programs
- Conduct regular visits to Philadelphia & Suburban schools to heighten awareness of PTM educational offerings and foster relationships
- With Education staff, develop school programs to align with Centennial Innovations and other strategic museum exhibits, opportunities
- With Senior Director, Museum Experience & Education, identify and convene programming advisory groups to consult and advise alongside development of new exhibits
- Working with Director, Research, lead timeline and implementation of school program evaluation, assessment and subsequent program refresh
- Actively works with Sales department to grow facilitated school group base and bookings
- Occasionally provide facilitated school tour coverage and instruction
- With Education team, develop supplementary educational program materials, including teacher resources/guided, pre-and post- materials, and intergenerational resources
- Identify and implement teacher professional development opportunities utilizing museum resources.
- Interaction/engagement with the Parkside Advisory Council
- Identify strategic partnership and engagement opportunities across other museums and Greater Philadelphia education landscape.
- Represent the museum at conferences, education conventions and other networking opportunities.
- Other duties as assigned

Minimum Qualifications

- B.A. or B.S. in Education, Museum Education, Museum Studies, Arts Administration, or related discipline. Master's degree preferred.
- Extensive knowledge of Philadelphia school district structure, Philadelphia school/learning landscape, national and local curriculum standards
- Strong understanding of informal learning and the benefit of informal learning experiences to formal education. Extensive knowledge of best practices in museum teaching and learning theory for young children is required.
- Excellent written and verbal skills; experience writing curriculum.
- Experience in informal learning settings and interfacing with teachers and school administrators.
- Excellent organizational and project management skills and attention to detail required.
- The successful candidate will demonstrate an understanding of the role of museum education in lifelong learning, 21st century skill-building, and learning through play.
- Experience developing and leading programs for children in a museum setting required.
- Understanding of national and local curriculum and standards.
- Excellent communication for program facilitation, internal and external meetings, public speaking, conference presentations, interviews. Bilingual skills a plus
- Excellent interpersonal skills required.
- Demonstrated success in creating and implementing outreach initiatives

Please Touch Museum offers an excellent working environment and competitive salary. To apply for this opportunity, please email your cover letter and resume to: employment@pleasetouchmuseum.org
Office telephone: 215-581-3188 EOE

Posted: Wednesday, August 7, 2019