



POSITION DESCRIPTION

Position Title: Director of Experience and Community Engagement
Reports To: Executive Director
Status: Full-time, exempt, at-will, regular
Start Date: April 23rd, 2012

ORGANIZATIONAL DESCRIPTION

The Children's Creativity Museum is San Francisco's hands-on, multimedia arts and technology museum for kids. Our mission is to nurture the 21st-century skills of creativity, collaboration, and communication in all youth and families. Each day, we are inspired by what our visitors imagine, create, and share, and we fold this creative spirit into everything we do. We seek individuals who share our vision of a world where creativity, collaboration and communication inspire new ideas and innovative solutions.

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Reporting to the Executive Director (ED), the Director of Experience and Community Engagement (DECE) is a key leadership position responsible for the overall strategic vision, management, and integration of CCM's educational programs, exhibitions, visitor services, and community outreach. The DECE provides guidance, support and mentorship to the Education & Innovation Manager, Exhibit Manager, Visitor Services Manager, and Youth Program & Community Artists Manager who support all of the Experience and Program staff. The DECE also provides leadership to the Creative Community Council, a group of teen and adult community advocates who guide the community outreach and engagement strategies for the organization.

PRINCIPAL RESPONSIBILITIES

- Serve as one of the key members of the organizational leadership team, collaborating with the Board of Directors, ED, Director of Development & Marketing, and Director of Finance & Operations to develop an annual operations plan, budget, and strategy for organizational growth and innovation
- Support CCM's strategic goal of becoming a recognized top destination and community resource through the development of programs, partnerships, and exhibitions
- Build credibility and CCM's reputation as a thought leader in creativity, collaboration, and communication for youth and families
- Lead and support a team of four managers in a way that is consistent with CCM's core values of creativity, collaboration, communication, integrity, and inclusiveness.
- Oversee the administration of the department, including a departmental budget equal to roughly two-thirds of the organizational budget (currently \$1.9M), as well as operations plans, evaluations, contracts, personnel-related issues, and hiring and leading key program staff
- Develop and lead CCM's Creative Community Council which will guide the museum's community outreach and engagement initiatives
- Strengthen and grow CCM's partnerships with community based organizations, school, artists, technologists, universities, administrators, and other arts and cultural leaders
- Represent CCM in the local and national museum and informal education communities through participation in conferences, professional associations, and boards

QUALIFICATIONS

- MA/MFA/MBA or equivalent desired
- Minimum 5-7 years non-profit management experience in museum/arts administration and/or education
- Expertise in exhibition development, visitor services, education, program development, and community outreach, and non-profit administration strongly desired

- Must be an exceptional leader, role model and coach with a demonstrated ability to lead a team to accomplish goals in a supportive, collaborative and empowering manner
- Demonstrated ability to synthesize ideas, develop effective plans, and execute them with excellence
- Strong network of educators, artists, technologists, and connections to other Bay Area based non-profits and cultural institutions strongly desired

COMPENSATION

This position offers a non-profit salary commensurate with experience, plus a creative and collaborative work environment, and a benefits package that includes generous paid leave, medical and dental insurance, and the option of participating in commuter checks and/or a voluntary 403(b) retirement savings plan.

APPLICATION PROCESS

Send the following items to jobs@creativity.org with a subject line beginning with this exact phrase: "DECE-2012" followed by your FIRST and LAST NAME: 1) cover letter that addresses this job description; and (2) a detailed resume. Email submissions that do not follow these instructions may not be reviewed. NO PHONE CALLS PLEASE.

The Children's Creativity Museum is an equal opportunity employer committed to diversity at all levels.