



National Law Enforcement Officers
MEMORIAL FUND
RESPECT. HONOR. REMEMBER.

**National Law Enforcement Officers Memorial Fund
Job Description**

Position: Museum Education Director
Reports to: Senior Director of Exhibits & Programs
Direct Reports: Manager of Public Programs, Manager of School Programs

Position Summary: The Museum Education Director for the National Law Enforcement Museum will be responsible for developing, implementing, and managing educational programs that further the public's understanding of law enforcement and strengthen the bonds between law enforcement and the community. The Museum Education Director will lead the ongoing efforts to develop creative programming that will engage diverse audiences in our story; setting priorities and framing the discussion around the development of the Museum's educational agenda leading up to the opening of our new Museum building in mid to late 2018.

Primary Areas of Responsibility:

- Works with Museum and Fund staff, Museum Leadership Council and Teacher Advisory Group to forward the mission of the Museum through the development of creative and engaging educational programming
- Foster innovation and experimentation in developing and enhancing programs that actively encourage new and diverse audiences to explore and engage with Museum collections, exhibitions, and law enforcement officers. Identify opportunities to create learning experiences that will actively engage audiences in communities throughout the United States in a deeper engagement with and understanding of law enforcement and its role in their community.
- Strategic and operational responsibility for developing and implementing digital initiatives for the museum's educational and public programming onsite, offsite and online to position the Museum as a leader in this field. Major component of this position will be to complement K-12 school visits to the museum, workshops and other instructed experiences with a range of digital educational and public programs for all ages that can be accessed globally.
- Lead the process of researching, developing, and testing educational programs geared toward target audiences.
- Ensures consistent high-quality program delivery through ongoing evaluative processes.
- Assists with, participates in, and leads programs and events sponsored by the Museum and Memorial Fund. Works with the Operations Department to ensure smooth coordination of school group visits.
- Establishes programs that will expand Museum's reach and reputation in community, build relationships with other museums, and with Law Enforcement professionals.
- Identifies potential educational program funding sources, potential partners, and supports the process of securing funds for implementation of education-related programs and activities.
- Attract, develop and motivate a high performing team that will engage audiences creatively in the story of American law enforcement.

Knowledge/Skills/Abilities:

- Masters in Education or related discipline
- Minimum of 5 years experience providing creative and visionary leadership for educational programming. Development of museum-based educational programs is preferred.
- Strong organizational, interpersonal, public speaking, critical thinking, and writing skills required.
- Knowledge of learning styles and current and emerging educational trends necessary.
- Experience working with diverse audiences.
- Proficient computer and computer network skills, including Microsoft Office Suite.
- Goal-oriented team player
- Flexibility and adaptability in approach to work in a growing organization

Working Conditions:

- Working conditions are normal for an office environment. Some travel is required. Position will involve an increased workload during National Police Week.