JOB TITLE: Chief Education and Interpretation Officer

REPORTS TO: President

FLSA: Exempt

DATE: July 2023

ORGANIZATION MISSION

The National Civil Rights Museum, located at the historic Lorraine Motel, honors, and preserves the legacy of Dr. Martin Luther King. We chronicle the American civil rights movement and tell the story of the ongoing struggle for human rights. We educate and serve as a catalyst to inspire action to create positive social change.

POSITION SUMMARY

The Chief Education and Interpretation Officer leads the education, collections, and interpretation strategy for the National Civil Rights Museum and is responsible for the curation of permanent and rotating exhibits. This person ensures that the civil rights story is told with integrity and accuracy through primary sources and is key to ensuring that high quality museum programming exists for Museum visitors, in person and virtually. He/She/They oversees the administration of all Museum collections, including receipt of donations and loans.

JOB RESPONSIBILITIES

- Reports to the President and serves as a member of the executive leadership team
- Works in collaboration with other members of the executive leadership and senior leadership teams to execute on the strategic direction for the Museum
- Lead the accreditation process
- Manage department budget
- Manages department staff, which includes hiring, setting work/performance objectives, evaluating performance, coaching and counseling as necessary
- Directs and assists with the planning, development coordination and delivery of educational programs and exhibits on the American civil rights movement on a global, national and local basis
- Establishes new and innovative programs and events that enhance the vision and mission of the Museum
• Oversee curatorial functions including all changing and permanent exhibitions and publications
• Identifies appropriate projects within the global exhibition market to ensure high quality, quantity, and depth of rotating and fixed exhibits
• In conjunction with the ADA Coordinator, ensures the accessibility of exhibits for all patrons
• Fosters relationships with scholarly community for fresh and relevant content and methodologies to engage Museum visitors
• Leads curriculum development for students and visitors of all ages to connect the historical American civil rights movement to current day movements/issues
• Ensures archival exhibitor integrity consistent with Museum standards and Museum Association best practices to maintain accreditation and best in class approaches
• Serves as a spokesperson for the Museum on content issues related to civil rights, African American history and relevant topics
• Manages all aspects of exhibition and storage of Museum artifacts
• Leads collaborative processes for content and design for major programs and events, including annual NCRM’s MLK Day (January), MLK Remembrance (April), Ruby Bridges Reading Festival (May) and Freedom Award Student Forum (October)
• Collaborates on reporting for grant funded projects as needed

OTHER FUNCTIONS

The Chief Education and Interpretation Officer performs additional functions (essential or otherwise), which may be assigned from time to time. The position may require work on weekends, nights, and holidays to accommodate facility programming and utilization.

TYPICAL PHYSICAL / SOCIAL REQUIREMENTS:

• Requires the ability to operate general office equipment and occasionally move various office items weighing approximately 15 lbs. or less
• Must exhibit strong people skills and be comfortable interacting with the general public
• While the majority of the work is performed inside, some outdoor work is required during various Museum-related functions
• Requires strong written and verbal communications skills in addition to critical thinking and the ability to be decisive

MINIMUM QUALIFICATIONS

• Master’s degree, doctorate degree strongly preferred, in History, Education or Museum Studies, with fifteen (15) years or more of progressively more responsible experience in curatorial services, Museum programming and/or interpretation
• Demonstrated experience in management of employees, including the commitment to professional development (coaching) of staff
- Proven skills in budget management
- Experience in deep collaboration across departmental lines
- Ability to lead/partner multiple projects simultaneously and meet deadlines
- Excellent administrative management skills and attention to detail essential
- Proficient in Microsoft suite of software and quick learner of additional software packages
- Proven ability to work with diverse populations
- Comfortable with data and using it as tool to make decisions
- Requires excellent administrative, organizational, planning, budgeting and interpersonal skills

**REQUIREMENT**
- Must possess a valid State Drivers' License