

## **Director of Community Engagement**

### **MoSH**

Located in Memphis, TN, MoSH (the Museum of Science and History; the Museum) is a well-established 501c3 that seeks to create a community of people who share a richer understanding of one another and the world around us. The Museum consists of the Pink Palace Museum, the Lichterman Nature Center, the Coon Creek Science Center, and other historical properties. We inspire discovery through collecting, preserving, and interpreting the cultural histories and natural sciences that shape our region.

Join our team as we embark on an exciting phase of executing our new vision. Our museum is committed to telling our story by:

- Advocating for Authenticity – Illuminate varying perspectives and uphold accurate interpretation, without glossing over tough ideas.
- Magnifying Belonging – Building active audiences through outreach, co-creation, and participatory inclusion.
- Embodying Holistic Stories – Incorporating context and presenting lesser-known stories to portray a complete, systemic picture of the region and its history.
- Constructing Intersections – Creating welcoming common spaces that encourage serendipitous and unstructured engagement and foster meaningful interactions between diverse groups of people.

The Director of Community Engagement is responsible for student, adult and family programming for all of the museum's properties. MoSH serves over 130,000 student experiences annually, mostly for Title 1 students. The role of the department is to provide student engagement experiences from K through post-graduate. The department is also responsible for providing engagement to non-students, typically grouped as adult or family.

### **Responsibilities**

As a member of the senior leadership team, the Director of Community Engagement sets programming to comprehensively engage the community and is responsible for funding and implementing the museum's strategic initiatives for engagement and learning through onsite and outreach programming. Programming includes meeting the museum's goals of audience type and content range and focus. The museum has identified three ways audiences desire to engage: (1) learners and facilitators, (2) community event makers, and (3) curious explorers.

- Implement Five Year Operating Plan relative to the department's goals, initiatives, and special projects.
- Develop, achieve and exceed individual and departmental goals and metrics.

- Creates and/or provides input on departmental budgets, forecasting and allocating funds for staff, supplies, equipment and facilities.
- Develop, implement, review and evaluate all MoSH programming to meet the needs and interests of our targeted audience types and diversity goals.
- Interview, hire, train, evaluate and oversee the performance of assigned full-time and part-time staff.
- Develop a strong culture of teamwork to ensure the quality of daily operations, effective interdepartmental collaborations, and the timely achievement of objectives.
- Work in partnership with policy makers, stakeholders and advocacy groups to further the MoSH mission to fund and develop educational and community programming.
- Manage educational program development and assess performance/engagement levels to determine lifespan of programming, including ensuring educational programs conform to tri-state school curricula.
- Act as a liaison on behalf of MoSH with Governmental Affairs at local, state and federal levels to fund and develop educational and community programming.
- Collaborate on and/or provide input on cross-departmental programs and with various community partners in the development and implementation of programming.
- Seek and identify opportunities to partner and collaborate with business and community organizations as part of community engagement within our local community as well as on a regional, state and national level.

## **Qualities**

MoSH seeks someone with energy and enthusiasm for community collaboration and with the ability to think creatively about new solutions and pathways for greater impact. The preferred candidate will be someone with strong leadership skills, established community connections, culture competence across a number of population cohorts, public relations, advocacy, policy or government affairs knowledge, and demonstrated experience managing, training and supporting a diverse team.

- Ability to run manage operations while seeking funding and understanding state curricula standards (such as operations officer at charter school or similar organization).
- Fosters teamwork, empowers others, and manages change and performance of staff.
- Strong leadership skills including planning & execution, coaching and conflict resolution.
- Dynamic and engaging personality.
- Excellent written, oral and interpersonal communication skills.
- Community-oriented and ability to build and maintain collaborative relationships.
- Excellent organizational skills and ability to manage competing priorities concurrently.
- Demonstrated experience of strategy development and implementation, with evidence of continuing professional development.
- Ability to initiate and manage projects effectively, using a positive, flexible, consultative and supportive approach.

- Ability to work under pressure and manage numerous diverse projects simultaneously through effective priority setting, efficient use of time, organization.
- Strong skills with MS Office products.

### **Range of Experience**

- Minimum of a Bachelor's Degree, Masters preferred
- 7-10 years related experience

### **Compensation**

Compensation is commensurate with experience and abilities. The Museum offers a full range of benefits, including health care, vacation and sick leave, 401k, and death and disability insurance. The Museum also offers life, dental and vision insurance.

### **To Apply**

Submit one document with cover letter (providing your salary requirements and how you learned about the position) and your resume via email to:

Jacqueline Norfolk  
Human Resources  
MoSH

[jacqueline.norfolk@memphistn.gov](mailto:jacqueline.norfolk@memphistn.gov)

Applications will be accepted until the position is filled. MoSH values diversity throughout our museum. In order to tell authentic, holistic stories of our region's history, culture and science, MoSH strives to create a diverse workforce to support our collections, exhibits and programming. MoSH is an Equal Opportunity Employer.