



**JOB TITLE:** Director of Interpretation, Collections and Education

**REPORTS TO:** President / Executive Director

**FLSA:** Exempt

**DATE REVISED:** July 3, 2023

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**ORGANIZATION MISSION:**

The mission of the Reginald F. Lewis Museum is to document, interpret and preserve the complex experiences, contributions, and culture of Black people. We serve as a catalyst for sustained change by providing programs and exhibitions and bold conversations that educate and challenge.

**POSITION SUMMARY:**

The Director of ICE is responsible for the interpretation of the permanent exhibition as well as curating the changing gallery exhibits, within the Reginald F. Lewis Museum. This position is also responsible for implementing the organization's overall educational programming goals for the general public and providing relevant interpretation of exhibits and programs for all visitors to the museum and to the website. This position has the responsibility for the administration of all museum collections, including receipt of donations and loans. The Director of ICE is essentially responsible for "telling the stories" of history and culture through items housed within the museum's exhibits and archives.

**JOB RESPONSIBILITIES:**

- Reports to the President and serves as a member of the senior management team
- Works in collaboration with other members of the senior management team to set the strategic direction for the museum
- Management of 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 related to the African American experience in Maryland and beyond

- With an emphasis on historic relevance, identifies areas of African American Culture that aligns with the vision and mission of the Museum and have contemporary relevance
- In conjunction with ADA guidelines, ensures the accessibility of exhibits for all patrons
- Works with local/national scholars to identify areas of cutting-edge research for the Museum
- Manages formal and informal interpretation – as executed by docents
- Responsible for all historical interpretation in external and internal communications
- Institutionalizes policies and practices that preserve our collections
- As an educational institution, develops appropriate curriculum for elementary, middle, and high school students related to the African American experience in Maryland and beyond and its relevance to current day movements/civic engagement
- Ensures archival exhibitor integrity consistent with Museum standards and Museum Association best practices and works with the ED and board of directors to secure accreditation
- Serves as a spokesperson for the Museum on content issues related to African American history and related areas of interest
- Supervise the Collections and Curatorial staff and curatorial fellows, interns and volunteers
- Prepare, implement, and monitor the department's annual budget.
- Maintain and, update as needed, a collection management policy in order to process the receipt of artifacts, collections, photographs, images, graphics, and other materials donated, acquired, or loaned to the museum
- Works closely with External Relations to develop content for the website and identify opportunities for "distance learning" (statewide)
- Works closely with Development to identify funding opportunities for exhibitions and educational programming
- Attend relevant public events, represent the museum in radio, television, and various public speaking forums, and maintain professional connections with colleagues in the museum field and other comparable institutions
- Provides support for collaborative initiatives with other museums, cultural and educational institutions
- Manages all aspects of exhibition and storage of Museum artifacts
- Designs program content for evolving standard program offerings annually – Book Fair, Juneteenth, Reginald F. Lewis' Birthday, and MLK Day
- Serves as staff to the Collections and Education Committees of the Museum Board

#### **OTHER FUNCTIONS:**

Performs additional functions (essential or otherwise), which may be assigned from time-to-time. This position will periodically require work on weekends, nights and holidays to accommodate Museum programming and utilization.

#### **TYPICAL PHYSICAL / SOCIAL REQUIREMENTS:**

- Requires ability to operate personal computer

- Must have sufficient mobility to perform duties throughout the museum and at various museum-related functions
- Requires strong written and verbal communication skills in addition to critical thinking and the ability to be decisive
- Candidate must have 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

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree required, Master's degree preferred, in History, Education or Museum Studies, with 5 years or more of progressively more responsible experience in curatorial services, museum programming and/or interpretation
- A minimum of 4 years demonstrated experience in management of employees, including the commitment to professional development (coaching) of staff
- Must be comfortable with making decisions and presenting justification for those decisions
- Ability to display strong time management skills
- Excellent administrative management skills and attention to detail essential
- Proficient in Google suite of software and quick learner of additional software packages
- Must be a people person with the ability to work with diverse populations
- Individual should be deadline oriented and willing to utilize appropriate process to achieve overall goals
- Requires excellent administrative, organizational, planning, budgeting and interpersonal skills
- Must be able to work collaboratively with fellow Directors and other partners
- Must have a sense of humor

**Benefits:**

- 10 days of vacation leave, annually
- 10 days of sick leave, annually
- 3 days of personal leave
- State holidays
- Participation in the State Pension, Retirement System, and State Supplemental Retirement Plans
- A comprehensive health care program

**Compensation:** \$90,000 - \$105,000

To apply, please send a resume and cover letter to Warren Lee, Human Resources Manager, [Warren.Lee@lewismuseum.org](mailto:Warren.Lee@lewismuseum.org)