

**Historic Denver @ the Molly Brown House Museum**  
1340 Pennsylvania Street, Denver, CO 80203



**Now Hiring: Director of Learning & Engagement**

**Position Description:**

Historic Denver is seeking a dynamic and creative individual to fill the position of Director of Learning & Engagement at its flagship property, the Molly Brown House Museum. Reporting to the Museum Director, this individual will manage and develop a spectrum of programs that support the Museum's public history mission. With a new Access lift, learning space, and Natural Resources exhibit opening soon, Historic Denver is seeking a prospective candidate who will manage innovative programs, forge partnerships, and grow Access programs to represent Denver's diverse community.

The Director of Learning & Engagement will develop, coordinate, implement, and evaluate all learning and audience engagement programs. The position requires a person who is well organized and works well in a team atmosphere. Candidates must be able to identify program needs and implement ideas independently. **Primary duties include:**

- Manage the Museum's current Learning & Engagement program offerings including, but not limited to, on-site programs and 12 different outreach programs serving the seven-county metropolitan Denver area, with an emphasis on K-12 programming.
- Maintain exceptional quality of programs and foster a culture of reflection, experimentation and innovation. Stay current on the latest thinking and research as it relates to audiences and participatory engagement strategies.
- Work with Director to envision and conceptualize future program directions to include a focus on programs that support the SCFD community, life-long learning, enable shared experiences, and community programs that better serve those who face barriers to visiting the museum.
- Oversee and guide the development of programs for visitors with special Access needs. Work collaboratively with all Museum departments to support access to museum spaces, exhibitions and programs for visitors of all abilities.
- Develop and maintain strategic community partnerships and relationships that will increase and diversify the use of community Learning & Engagement programs. Includes identifying and communicating with potential partners, presenting at and/or participating in off-site events, and coordinating partnership programs.
- Oversee all Museum evaluation strategies. Manage and/or coordinate larger evaluation studies related to Learning & Engagement programs.
- Manage Learning & Engagement team, including hiring, scheduling, and training interns and volunteers in conjunction with the Museum Director and Volunteer & Event Coordinator.

**Other duties include:**

- Manage the Museum's bi-monthly Young Professionals events.
- Work collaboratively with the curatorial department to create coordinated in-museum programs and Learning & Engagement topics for exhibitions.
- Work with the Director and Development staff on sponsorship, donor cultivation, and Learning & Engagement Department grant-making.
- Collaborate with Marketing and Communications staff to develop strategies for the Museum's web, print, on-site, and on-line communications.

- Interface with all Museum departments using a positive team approach including Events, Visitor Services and Security, and Collections departments to ensure successful implementation of all museum programs.
- Work with Director to implement budgets across Learning & Engagement program areas.
- Represent the Museum in the community including SCFD activities, community engagement programming, professional groups, etc.
- Assist with all other Museum activities as necessary.
- Other duties as assigned.

**Qualifications:**

MA degree in Museum Education, Education, and/or History with a minimum of 3 years of experience programming in a museum environment is required. **Necessary or preferred qualifications include:**

- Experience with curriculum development, presenting in educational settings, and working with a variety of audiences, as well as excellent oral presentation, organizational, written, and material creation skills.
- Experience managing a budget, and grant writing and management history is also required.
- Demonstrated ability to design and implement new programs with a working knowledge of how people learn, including understanding the stages of elementary school aged learning. Working with older adult and the aging sector is a plus.
- Ability to solve problems as they arise and to take initiative as well as effectively collaborate with and manage in-house teams and external groups.
- Highly organized, independent, thoughtful, and self-reliant with an ability to work independently on multiple, detailed projects simultaneously.
- Supervisory experience.
- Commitment to promoting diversity and inclusion.
- Bi-lingual speaking skills a plus.
- Computer literate (MS Word, PowerPoint, Excel).

**Physical and Work Environment:**

The primary duties of this position take place on all levels of a multi-story historic house and carriage house as well as in many historic structures across the city. Moving or standing to a significant degree, navigating stairs, and traveling around the city frequently with program supplies is required as well as occasional lifting and/or moving up to 50 pounds. Essential functions also include talking and/or hearing and seeing as a way to present information. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions of the Director of Learning & Engagement.

*Historic Denver, Inc., the parent organization of the Molly Brown House Museum, is dedicated to the principles of equal employment opportunity in any term, condition, or privilege of employment. We do not discriminate against applicants or employees on the basis of age, race, sex, color, religion, national origin, disability, sexual orientation, or any other status protected by state or local law. Prospective employees are subject to a background check.*

**Please send a resume, references, and strong cover letter by e-mail to the Museum Director, Andrea Malcomb at [amalcomb@mollybrown.org](mailto:amalcomb@mollybrown.org).**

**Submission Deadline:  
May 4<sup>th</sup>, 2018**