



## Museum & Program Director

**Position Title:** Museum & Program Director

**Employee Classification:** Full Time, Salary

**Salary Range:** \$55,000- \$62,000

**Work Schedule:** 40 Hours a week (Extended hours required for after-hours meetings, weekend events, etc)

**Reports To:** Executive Director

### Mountain Top Explorium Overview

Mountain Top Explorium provides youth an empowering environment where they can fully embrace their identity and gain all the skills they need to be leaders of tomorrow. We accomplish this through our children's museum and programs such as our summer day camp, after school program, school break, and Kids Night Out programs. Mountain Top Explorium has an accomplished history and organizational foundation, which is poised for future growth. We encourage creativity, independence, and out of the box thinking with our students and staff.

### Job Summary

The Museum & Program Director is a highly creative role responsible for programming and operational management of all Mountain Top Explorium programs and museum exhibits. This includes overseeing staffing (hiring, training, scheduling, and performance), risk management, curriculum, and customer experience for all programming and museum exhibits. Programming includes Summer Day Camp, Kids Night Out, Membership Programs, After School, and School Break programs. A successful candidate understands and has the ability to identify and solve complex problems. **Spanish speaking ability is strongly preferred.**

## FUNCTIONAL RESPONSIBILITIES

### Curriculum, Classrooms, and Programming

- Manage and direct Explorium programs according to the Mountain Top Explorium mission statement and vision;
- Develop curriculum for all programs and supervise implementation and program quality;
- Serve as the Manager on Duty in collaboration with the executive director for all programs;
- Serve as program facilitator and educator as needed.

### Museum Management

- Oversee all current exhibits including maintenance and educational aspects;
- Develop new exhibits for the museum and outreach programs;
- Manage all aspects of museum store;



- All staff management associated with the museum including hiring, training, evaluation, and staff scheduling;
- Serve as the Manager on Duty in collaboration with the executive director for the museum.

### **Administrative**

- Support the all marketing and development goals;
- Execute and work within the approved budget under the direction of the executive director and board of directors;
- Support all human resource activities for the Mountain Top Explorium;
- Support all program enrollment and registration needs to ensure a high level of customer experience with all students, families, and Explorium constituents;
- Refine and enforce Mountain Top Explorium's safety policies, state licensing and other risk management practices to ensure the safety of students, guests, and staff;
- Assist in the executive director in the creation of reports for all aspects of the organization including the board, and fundraising initiatives

### **Personnel**

- Maintain staff by recruiting, interviewing, hiring, training and evaluating staff as needed;
- Develops schedules, assigning and monitoring work, implementing productivity standards, resolving operations problems and implementing new procedures;
- Provide effective performance feedback through employee recognition, rewards, and disciplinary action;
- Assist in covering for absent or other staff vacancies.

### **Program Customer Experience**

- Coordinate the registration process for all programs utilizing a variety of registration software programs;
- Respond to a variety of parent/guardian questions through email, phone, or other communication channels;
- Oversee the pre/post communication process for all programs which includes the drafting of emails and other correspondence to help prepare campers and families for their programs;
- Oversee the accounts receivable for all programs;
- Perform routine updates to the website to ensure program expectations for all programs.



### **REQUIRED EDUCATION, EXPERIENCE, AND FORMAL TRAINING**

- Ability to pass a comprehensive criminal and driving history background check.
- Current or ability to obtain a Wilderness First Aid and CPR certification
- Must possess an Associates or Bachelors Degree
- One year of experience with children in a group setting.
- Two years of staff management experience
- Proficiency in a variety of software applications including CRM databases, email software, and Google Workspace,

### **PREFERRED EXPERIENCE LICENSE OR CERTIFICATIONS**

- Spanish fluency (verbal and written)
- Previous experience in museum or summer camp programs

### **COMPENSATION**

The salary range for this position is \$55,000-62,000. Actual salaries will vary and may be above or below the range based on various factors including but not limited to experience, education, training, and performance. Mountain Top Explorium provides additional benefits including a Breckenridge parking permit, phone stipend of \$50 per month, retirement plan after 1 year of employment, medical and dental stipend, and paid vacation and sick leave.

### **APPLICATION PROCEDURES**

All applicants will be considered on a rolling basis and can apply on the Mountain Top Explorium website <https://www.mountaintopbreck.org/employment>.

### **ACKNOWLEDGEMENT**

This position description is not intended to be an exclusive list of all of the requirements, duties, tasks, roles or responsibilities associated with the position. Nothing in this position description restricts MTCM's ability to assign, reassign or eliminate duties and responsibilities of this job at any time. The MTCM is an "at will" employer, and MTCM employees may be separated from MTCM employment at any time and at the discretion of management.

### **EQUAL EMPLOYMENT OPPORTUNITY POLICY**

Mountain Top Explorium is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race, sex, color, creed, religion, national origin, disability, sexual orientation, ancestry, citizenship, veteran status, genetic information, pregnancy, or any other applicable status protected by state or local law. Mountain Top Explorium will consider providing reasonable workplace accommodations if needed.