



Assistant Director

Location: Wilmington, NC

The Children's Museum of Wilmington

The Children's Museum of Wilmington has been serving the greater Wilmington area for over 25 years. Nestled in the downtown Historic District, the Museum boasts over 15,000 square feet of indoor and outdoor interactive exhibit space. The Museum offers programming, field trips, outreach, camps, birthday parties, and facility rentals. Our mission is to provide a welcoming and engaging environment that promotes hands-on art, science, and literacy-focused learning for children and families. Learn more at playwilmington.org.

Hours:

Full-time: 40 hours per week

Monday through Friday 8:30 am - 5:30pm

Occasional nights and weekends required as needed to support special events

Job Description

The Assistant Director is a new and evolving position which will act as a fundamental part of the Museum's leadership and operational team. This position will oversee the daily operations and supervision of staff on the Education, Guest Relations, and Facilities teams working to shape and lead approaches that result in meaningful impact advancing the museum's mission and goals. Ideal candidates showcase adaptability, a positive and professional attitude, ability to prioritize and organize multiple projects simultaneously, and qualities of a successful mentor. This position will work closely with other leadership team members to ensure a positive and efficient work environment. The Assistant Director reports directly to the Executive Director.

Duties and Responsibilities

Administrative

- Works closely and collaboratively with the Executive Director to ensure strategic plans, budgets, and goals are successfully met
- Compile and organize documents for ease of review by staff, board, committees, and Executive Director
- Assist in reporting various progress and performance data to committees, board of directors, and Executive Director
- Maintain Museum's active status in all necessary licenses and memberships

- Support and act as an extension of Executive Director in all aspects of museum operations

Human Resources & Employee Relations

- Assist or lead hiring, training, and evaluating reporting team members
- Work with Business Coordinator through paperwork of employee onboarding and exiting processes
- Monitor team and individual abilities to meet objectives while leading efforts to increase performance enhancement
- Support the Executive Director in drafting new policies, procedures, and internal operational changes
- Assist with identifying and approving learning and career development opportunities for reporting team members
- Provide leadership, strategy and direction to reporting teams
- Oversee employee relations amongst entire Museum team inspiring employee loyalty, increasing engagement, reducing turnover, and creating a positive work culture

General

- Serve as a museum ambassador at external functions
- Act as a proxy for the Executive Director as needed in their absence
- Develop and maintain relationships with local community nonprofits, sponsors, grant funders, and partners
- Work individually and collaboratively with Museum staff to lead or assist with various funding opportunities and budget creation
- Work with Marketing Coordinator to draft and send press releases
- Assist with creation and execution of exhibit and program evaluations
- Other duties as assigned by the Executive Director

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities and duties required.

Education & Experience

- 8+ years of related experience and 5+ years supervisory experience required, nonprofit experience preferred
- Bachelor's degree required, Master's degree preferred or comparable experience

Required Skills & Abilities

- Dynamic and flexible
- Exceptional communication and interpersonal skills
- Excellent organizational skills and attention to detail
- Proficient in Microsoft Office Suite and Google Suite
- General knowledge of Human Resources practices
- Ability to maintain confidential information
- Ability to prioritize and delegate tasks with a mentor mindset

- Collaborative, creative, and shows an enthusiasm for new projects
- Drive and passion led by the Museum's Mission and Values
- Background working with boards and committees
- Demonstrated facility with Canva and Constant Contact preferred
- Familiarity with Wilmington's community networks preferred
- Experience working with youth or in youth development preferred
- Experience with development and fundraising preferred
- Experience with grant writing, professional writing, and communications preferred

Benefit Summary:

PTO

10 paid holidays

Health insurance

Parental Leave

Parking Pass

Pay Range: \$45,000 - \$60,000

The Children's Museum of Wilmington is committed to equal opportunity for all employees and prospective employees without discrimination based upon race, color, religion, national origin, sex, age, personal appearance, sexual orientation, political affiliation, family responsibilities, disability, marital status, or any other category protected by law. This policy applies to all aspects of employment at The Children's Museum of Wilmington, including, but not limited to, recruitment, promotion, compensation, benefits, training and development, access to facilities, discipline, separation of employment, and other terms and conditions of employment.

How to Apply

Interested candidates should submit a resume and cover letter to Executive Director, Jessie Goodwin at jessie@playwilmington.org using the subject line: Assistant Director