



Director of Education

The Mission

Honoring Hip Hop's Past, Present & Future

*The Hip Hop Museum (THHM) is the official home of the culture, located at Bronx Point, the very birthplace of the movement. We are a global epicenter for connection, collaboration, and creativity. As we move toward our **grand opening in 2026**, we are seeking a visionary **Director of Education** to amplify our voice from the Bronx to the world.*

Our Vision

Anchored in the birthplace of the culture, The Hip Hop Museum located in the Bronx will provide a space for audiences, artists, and technology to converge, creating unparalleled educational and entertainment experiences around the Hip Hop culture of the past, present, and future.

POSITION SUMMARY

The Hip Hop Museum seeks a passionate, innovative individual and visionary leader to join our team as the Director of Education. This position will build growth-minded education programs that align with the museum's mission. The museum seeks a strategic leader with a proven track record of successfully developing interpretive experiences for a diverse range of audiences. The experienced team-oriented leader will provide guidance while empowering talented educators, interns, and volunteers to achieve the museum's goals. The ideal candidate will oversee the design, implementation and execution for all educational initiatives and exhibition programs. This position will work in collaboration with other departments within the museum to foster a culture of innovative educational programs. As the Director of Education, this position will report to the Chief Executive Officer.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES (including but not limited to)

- Managing budget tracking, administrative documentation, arranging and organizing payment for guest speakers/artists, and performers.
- Possess a passion for music and history with the ability to translate that passion and skill into enriching learning programs that can support and expand the mission of the museum.
- Maintaining a master calendar of public programs and events.
- Responsible for all educational programs and oversees the museum's volunteer program.

- Developing benchmarks and metrics to assess program performance, including the engagement of new audiences. Based on this data, make recommendations to museum management regarding commencement, continuation, cessation, or changes to programming.
- Establishes and implements strategy and vision to create and maintain a strong guest focused experience throughout the museum.
- Recruit, train and mentor docents and volunteers and develop an engaging strategy for retention.
- Self-starter, comfortable with initiating and maintaining new professional relationships.
- Will design, develop, implement, and evaluate all aspects of the museum's educational and exhibitions programming.
- Cultivating and sustaining partnerships with educational institutions, community and cultural organizations. Also coordinate on-site visits.
- Ability to use multiple presentation tools and techniques, adapting them to the audience.
- Collaborating with the Curator and Director of Development on solicitations and grants by providing information required for proposals including program narratives and budgets.
- Assisting in identification of grant opportunities, writing of applications, and proposals.
- Staying abreast and updated on changing trends that may enhance educational programs.
- Developing and implementing programming that connects the present to the past with an ability to connect local history to contemporary issues and topics.
- Evaluating the educational impact of museum programs and services and be proactive in possible improvements.
- Working with the Director of Development on marketing, and social media as it pertains to educational programs.
- Developing and managing department and program budgets.
- Observe applicable safety requirements and ensure appropriate safety practices are implemented and always followed by volunteers, and immediately report any unsafe working conditions or hazards.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees.
- Interact professionally with other employees, volunteers, stakeholders, and guests.
- Other duties as assigned.
- Hours: Full-Time - Requires Evenings, Weekends and Holidays as needed.

KNOWLEDGE, SKILLS, AND ABILITIES

- Research experience in a museum or an academically related position.
- Proven track record of obtaining funding for educational projects.
- The position requires the Director of Education to be hands.
- Prior supervisory experience is essential, preferably in education or the arts.
- Familiarity with digital learning tools, inclusive pedagogies, best practices and current trends in museum education.
- Project management skills with the ability to manage multiple projects and deadlines at one time and adapt as circumstances require.
- Able to establish and maintain effective working relationships with associates, volunteers, and the public.
- Attention to detail, excellent communication skills both verbal and written.
- Strong interpersonal, organizational and time management skills.
- Ability to perform work independently and in a team-oriented environment.
- Courteous and personable demeanor essential.
- Will be required to stay current in the field through continuing education and professional development opportunities.

EDUCATION & EXPERIENCE

- Bachelor's degree in music history, museum studies, education, or a related field.
- Minimum four (4) years of progressively responsible experience in museum or cultural education, including at least 2 years in a leadership role.
- Or will consider a candidate if a subject matter expert with a significant knowledge base derived from coursework and experience is essential to the position, and at least 5-8 years of experience in the field.
- Experience in developing educational programs and/or overseeing interns and volunteers.
- Proficient in Microsoft Office Suite, Adobe, and social media platforms.
- Employment is subject to a background check.

Interested candidates email a resume and cover letter outlining your qualifications and relevant experience, also include 3 professional references to HR@thhm.org. In the subject line, please note: "Director of Education." Applications will be accepted until the position is filled.

Full-Time Exempt

Hours: Monday-Friday 9:00a.m.-6:00pm

Evenings, Weekends, and Holidays as Needed

Annual Salary: \$85,000.

The Hip Hop Museum is an Equal Employment Opportunity Employer