

POSITION DESCRIPTION

Associate Project Director, Museums10 Workforce Development

Organizational Unit	Strategic Engagement	FLSA Status	Exempt
Program/Project	M10 Workforce Development	FTE (Calculated)	1.0
Supervisor	Director of Strategic Engagement	Hours/Week	35 (full-time)
Appointment Term	October 2024-July 31, 2027	Weeks/Year	52
Date	September 13, 2024		

Job Summary

Five Colleges, Incorporated (FCI), made up of Amherst, Hampshire, Mount Holyoke, and Smith Colleges and the University of Massachusetts Amherst, is one of the oldest and most extensive higher education consortia in the country. Founded in 1965, Five Colleges helps its member campuses collaborate to offer a wide variety of programs and services, including course cross-registration, academic certificates, and grant-funded programs.

Among its many initiatives, FCI convenes Museums10 (M10), a collaboration among the member campuses' seven museums and three affiliated museums (Historic Deerfield, The Eric Carle Museum of Picture Book Art, and the Yiddish Book Center). Building on a long record of cross-museum collaboration, the Museums10 Workforce Development project is a multi-year, grant-funded program to develop professional skills among the museums' and libraries' workforces.

The Institute of Museum and Library Services has awarded FCI a 21st Century Museums Professional Development Grant that provides three years of funding to support professional development training to the 200+ staff, interns, fellows and assistants of Museums10. The associate project director works under the supervision of FCI's director of strategic engagement, with direction from the Museums10 Workforce Development project director, to comply with the terms of the grant award.

The associate project director researches, designs, implements, assesses, and refines a program of professional development opportunities for museum staff that addresses identified needs and meets project goals by leveraging existing professional development opportunities; designing and potentially delivering trainings; identifying subject matter experts for speaking and skill-building engagements; and implementing evaluation and assessment tools to optimize the program and prepare it for long-term use.

Duties

Identifying needs

- Work closely with project leaders to refine and further develop, and then guide, professional development curriculum.
- Create surveys of Museums10 leadership and staff to understand the most pressing professional training needs and to understand the present professional training landscape at Museums10.
- Utilize collected information to prioritize professional development needs.

Program delivery

- Collaborate with project leadership to develop and deploy the Museums10 Workforce Development curriculum, which includes but is not limited to a Museums10 Summit and the broad landscape of museum practice.
- Identify subject-matter experts and negotiate with them for speaking and skill-building engagements.
- Design professional development offerings, including program format and agenda development.
- Directly deliver trainings, as feasible.
- Promote opportunities to qualified participants.
- Coordinate communication, logistics, and registrations for events, as requested.
- Create a professional development curricular structure that can be sustained beyond the life of the grant.
- Guide targeted professional development for the implementation and deployment of new collections management software being developed for six of the 10 museums.
- Ensure that not only collections staff, but also staff in education and guest services, are prepared to make the best use of the capabilities of the new collections management system being developed for six of the 10 museums.

Assessment & reporting

- Develop tools, which may include program surveys, to evaluate the success of the M10 Workforce Development project and its component programming.
- Compile an annual report on both participation and perception of the program curriculum.
- Support the project director and FCI staff in records management and reporting related to the Museums10 Workforce Development grant.

Other duties

- Other related duties as assigned.

Importance of Diversity to our Mission

Five Colleges, Incorporated and its five associated institutions are committed to supporting and sustaining a diversity of people, backgrounds, experiences, ideas, and points of view for the essential contribution this diversity makes to the missions of our organizations. In support of this commitment, Five Colleges requires all of its employees to work cooperatively and effectively with the diversity of people within the organization itself, at the colleges, and in our partner organizations.

Minimum Qualifications

- Experience as an instructor and/or with leading workshops and trainings.
- Experience conducting needs assessments and/or compiling needs assessment data.
- Excellent listening skills.
- Exceptional organizational skills that reflect the ability to perform and prioritize tasks seamlessly and with excellent attention to details and deadlines.
- Strong interpersonal skills and ability to build positive working relationships with colleagues and external partners.
- Ability to work productively with diverse groups of people with differing perspectives and backgrounds.
- Resourceful team player, with the ability to also be effective independently.
- Demonstrated adaptability and flexibility.

- Demonstrated ability to communicate clearly and effectively in a professional and timely manner.
- Working knowledge of Microsoft Office and Google Workspace.
- Programs may take place on weekends or evenings. Availability to work from time to time outside of standard office hours.
- Typical office environment. Ability to meet (with or without accommodation) the physical and mental expectations of the position, which include: ability to comprehend written and verbal communication; ability to communicate effectively in person, by telephone, via videoconference, and in writing; ability to sit or stand for extended periods.
- Reliable access to transportation. This position requires the flexibility to work, from time to time, from various Museums10 locations. Employees with a driver's license are required to comply with Five College Driver Credentialing policies.
- Ability to pass a post-offer background check.

Preferred Qualifications

- Familiarity and/or experience with museum practice, including content knowledge and skills sufficient to lead and deliver professional development activities for museum professionals.
- Degree or equivalent experience in museum studies or related work.
- Experience conducting interviews, literature reviews, planning, and assessments.