

State of South Carolina

Director of Education and Public Programs - 60024290

SALARY	\$68,397.00 - \$126,547.00 Annually	LOCATION	Charleston County, SC
JOB TYPE	FTE - Full-Time	JOB NUMBER	172335
AGENCY	Patriots Point Development Authority	OPENING DATE	01/08/2025
CLOSING DATE	1/29/2025 11:59 PM Eastern	AGENCY SPECIFIC APPLICATION PROCEDURES:	All applicants must apply online.
CLASS CODE:	AH50	POSITION NUMBER:	60024290
NORMAL WORK SCHEDULE:	Other	NORMAL WORK SCHEDULE (OTHER):	Monday - Friday, 8:00 AM to 4:30 PM
PAY BAND	Band 8	HIRING RANGE - MIN.	\$68,397.00
HIRING RANGE - MAX.	\$97,472.00	OPENING DATE	01/06/2025
EEO STATEMENT	Equal Opportunity Employer	VETERAN PREFERENCE STATEMENT	South Carolina is making our Veterans a priority for employment in state agencies and institutions.

Job Responsibilities



Are you an experienced professional looking for new opportunities to further your career? Patriots Point Naval & Maritime Museum is seeking a hardworking and dependable candidate just like you to apply! This position will offer great benefits with the state, including 15 days of annual and sick leave per year or more depending on applicable state service.

The Director of Education and Public Programs will promote excellence in Patriots Point educational programming to all audiences. This position will oversee the Education and Public Programs departmental staff and all aspects of programming, including formulation, implementation and oversight of formal and informal education programs, museum interpretation, ships history, collections and curatorial affairs and public programs, promoting excellence in education to all audiences. This position will collaborate with other departments on strategies to attract new audiences to Patriots Point and meet attendance and sales goals. The job duties of this position include but are not limited to the following:

- Supervises staff to include preparing performance planning and evaluation documents and related personnel paperwork. Coaches, counsels and trains employees. Establishes and monitors work processes. Implements management policies and initiatives and promotes teamwork.
- Responsibilities include creating, building and engaging new audiences through innovative programming, identifying educational grant opportunities, representing the agency on professional committees and organizations, overseeing the development and coordination of all education program materials, preparing and overseeing budgets, and working with the Executive Leadership to develop and direct educational and visitor experience goals and objectives, all while maintaining high standards of professionalism.
- Create and implement new initiatives and programs and expand on existing education and curatorial programming; Engage our collection, exhibitions, and mission to develop a broad spectrum of programs that appeal to a multigenerational audience; Analyze and evaluate programs to continually improve offerings and ensure positive experiences for visitors; collaborate with other departments on meeting sales and attendance goals.
- Manage Education and Public Programs Departmental Staff: Education and Public Programs department is comprised of 4 sub-sections: 1. Education Improvement Act (EIA) structured programs; 2. Collections and Curatorial Affairs; 3. Historian/Special Programs; 4. Flight Academy.

Minimum and Additional Requirements

Master's degree in education, museum studies or related field or commensurate experience; a minimum of five (5) years in museum/attraction programming, public education, or comparable leadership position.

ADDITIONAL REQUIREMENTS:

- Strong leadership skills and proven experience, excellent interpersonal communication skills and the ability to self-manage and to work effectively and collaboratively as part of a team to accomplish shared organizational goals.
- This position requires a high level of responsibility and innovation and will include program development, content creation, team building and public engagement.
- Familiarity with grant writing, reporting and grant sources is required.
- Evenings and weekends may be required as the museum and departmental scheduling dictates. Travel/some overnight stay is expected.
- Office space and job duties are located onboard a historic World War II aircraft carrier. Must be able to climb ladders and stairs, navigate narrow passageways, and other obstacles related to working on a historic warship.

*Applicants indicating college credit or degree(s) on the application will be required to bring a copy of college transcript to the interview. A copy of the transcript may also be uploaded as an attachment to the application, if required by the hiring department or if desired by the applicant. Please note that some areas of the Agency may require an **official, certified copy of the transcript prior to hiring or within a specific timeframe required by that area, after hiring. Failure to produce an official, certified transcript may result in not being hired or termination.***

Additional Comments

Patriots Point Naval & Maritime Museum is committed to providing equal employment opportunities to all applicants and does not discriminate on the basis of race, color, religion, sex (including pregnancy childbirth or related medical conditions, including, but not limited, to lactation), national origin, age (40 or older), disability or genetic information.

Supplemental questions are considered part of your official application. Any misrepresentation will result in your disqualification from employment. Please complete the state application to include all current and previous work history and education. A resume will not be accepted nor reviewed to determine if an applicant has met the qualifications for the position.

Patriots Point Naval and Maritime Museum offers an exceptional benefits package for full time (FTE) employees:

**Enrollment in one of the listed plans is required for all FTE employees; please refer to the contribution section of hyperlinked retirement sites for the current contribution rate of gross pay.*

Agency

State of South Carolina

Agency

Patriots Point Development Authority

Address

40 Patriots Point Road

Mt. Pleasant, South Carolina, 29464

Phone

843-881-5996

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Director of Education and Public Programs - 60024290 Supplemental Questionnaire

*QUESTION 1

Supplemental questions are considered part of your official application. Any misrepresentation will result in your disqualification from employment. Please complete the state application to include all current and previous work history and education. A resume will not be accepted or reviewed to determine if an applicant has met the qualifications for the position. I have read and acknowledge the above statement.

- Yes
 No

*QUESTION 2

Do you have at least a master's degree in education, museum studies or related field or commensurate experience and a minimum of five (5) years in museum/attraction programming, public education, or comparable leadership position?

Yes

No

***QUESTION 3**

Please briefly describe your experience as it relates to this position.

***QUESTION 4**

Do you possess familiarity with grant writing, reporting and grant sources?

Yes

No

***QUESTION 5**

Are you able to frequently stoop and/or bend with or without an (ADA) accommodation?

Yes

No

***QUESTION 6**

How did you hear about this position?

SC State Jobs Website - jobs.sc.gov

Indeed.com

LinkedIn.com

A current employee

A former employee

Other (please specify below)

QUESTION 7

If you answered "other" to the question above, please specify where you heard about this position below.

*** Required Question**