

Deputy Director

Knock Knock Children's Museum

Baton Rouge, Louisiana

March 24, 2017



Description:

Knock Knock Children's Museum is seeking its first full-time Deputy Director to work in collaboration with the Executive Director to provide leadership and guidance to all departments of the museum's emerging team. In order for Knock Knock to run at its best, we seek an experienced candidate to directly oversee the operational, financial, and administrative areas of the museum while serving as the second in command to the Executive Director. To create an extraordinary visitor experience, the incumbent will take the lead in directing all aspects of Knock Knock's day-to-day operations and establishing all administrative policies and procedures. Business planning and financial stewardship are key responsibilities of the Deputy Director position.

The Deputy Director will report directly to the Executive Director and will help lead the museum's team of Directors while supervising the Operations Director, Manager of Human Resources and Administration, and the contract Accountant/Bookkeeper. In addition, the Deputy Director will work collaboratively with board members and committee chairs to ensure Knock Knock operates with a clear strategic vision and effective trustee oversight. The ideal candidate will be an experienced administrator who can earn the trust and respect of staff as well as motivate and inspire others to make the most of Knock Knock's significant human capital.

The Deputy Director should be innovative, accountable, self-motivated, organized, and passionate about Knock Knock's important responsibility to be the community spark for high quality learning experiences through play for all children in the Capital Region, in particular the increasing population of children growing up in under resourced environments.

The successful candidate will relish the opportunity to help lead Knock Knock through opening and into successful operations as a vital and necessary educational resource and a family favorite destination for the Capital Region. As a member of Knock Knock's leadership team, the Deputy Director will excel in collaborating with the Executive Director, entire Leadership Team, other staff members, Board and committee members, and other community leaders.

Responsibilities:

- Supports the Executive Director in the development and implementation of Knock Knock's mission, vision, and strategic plan;
- Takes the lead in developing Knock Knock's business plan and collaborates closely with the Development Director to produce Knock Knock's *Annual Report*;
- Provides directional support to the Knock Knock leadership team and establish clear processes for decision making, communications, and management of work;
- Serves as second in command to all staff and assumes responsibilities of Executive Director in his absence;
- Provides guidance, as requested by the Executive Director, on the health, culture, and productivity of the organization and its staff;

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- Supports the administration of the museum by developing standards by which all supervisors should adhere and ensures that records and archives are well managed;
- Oversees the Operations Department responsible for training, and managing Visitor Service employees to ensure the best visitor experience for the Knock Knock audience;
- Works closely with The Recreation and Parks Commission for the Parish of East Baton Rouge (BREC) team in collaboration with the Executive Director, assuring that the building and grounds are maintained to the highest level possible;
- Oversees administrative functions to ensure all staff are fully equipped for carrying out their position responsibilities and all human resources obligations are met;
- Maintains an organizational culture of strength by ensuring comprehensive training and professional development;
- Oversees and leads the annual budgeting and planning process in conjunction with the Executive Director and Finance Committee; administers and reviews all financial plans and budgets; collaborates with all directors to develop a monthly dashboard to benchmark and monitor progress and changes; and keeps the senior leadership team and Finance Committee abreast of the organization's financial status;
- In collaboration with the Development Director, collates financial reporting materials for all donor segments, and in collaboration with the Education Director, oversees all project/program and grants accounting and reporting;
- Collaborates closely with the Marketing Director and Education Director to ensure all museum programs and activities support an extraordinary visitor experience and support Knock Knock's mission;
- Ensures the Employee Handbook and Volunteer Handbook are fully developed and regularly updated with all policy and procedures needed to successfully operation a highly effective children's museum;
- Responsible for establishing and maintaining customer services processes that support open communication with Knock Knock's visitors aimed at continually improving the visitor experience;
- Ability to work some nights and weekends.

Qualifications:

- Bachelor's Degree required; advanced degree preferred;
- 7 or more years of experience in a management or leadership position, preferably with a non-profit, museum, or cultural institution;
- Skilled in overseeing organizations or departments;
- Significant financial oversight experience;
- Experienced consensus builder;

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- Excellent leadership skills that create harmonious relationships with all department supervisors and their teams;
- Experience supervising direct reports, passionate about talent management and ongoing professional development personally and mentoring direct reports;
- Experience in overseeing the financial management of an organization;
- Excels within a strength-based culture and is excited to join a nimble, talented, and growing team;
- Innovative thinker with a positive attitude and creative problem solving skills;
- Exceptional written and oral communication abilities;
- An attention to detail and experience holding others accountable;
- An ability to establish working relationships with board and committee members, colleagues, museum visitors, and donors alike.

About the Museum:

Poised to open summer 2017, Knock Knock Children's Museum will be an inclusive gathering place where families and children of all backgrounds and experiences will interact. The museum itself is an approximately 26,000 square foot facility currently under construction. Its prime location on 6 acres of existing parkland was selected to afford access to the diverse audiences within Baton Rouge, Louisiana's capital city.

Knock Knock Children's Museum is comprised of hands-on, interactive exhibits called "Learning Zones." Anchored in research and evidence based practices addressing all areas of development, the "Learning Zones" are designed to create teachable moments that will connect children's every day experiences to learning. The goal is to increase early literacy skills (reading, writing, listening, and speaking) while increasing knowledge and raising interest in STEM subjects and careers, especially among children from underserved and underrepresented populations.

Knock Knock will:

- Reach an annual attendance of 200,000 visitors;
- Serve children, birth through age 8, and their families;
- Serve the nine-parish Capital Region, which has experienced unprecedented population growth since hurricane Katrina in 2005;

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- Provide high-quality early learning experiences for an expanding population of children living in under-resourced environments and poverty to help close the knowledge and early childhood education gap.

To date, Museum's Board has raised over \$13 million of a \$14 million capital campaign. It is anticipated that the annual operating budget of the museum will be approximately \$2 million. To learn more about the museum please visit, www.knockknockmuseum.org

To Apply:

Please submit your cover letter, resume', and list of three to five references including email and phone number to:

Attn: Melissa A. Bell
Knock Knock Children's Museum
2561 Citiplace Court, #750-260
Baton Rouge, Louisiana 70808

Or email your cover letter and resume' to: opportunities@knockknockmuseum.org ; please include the position title in your subject line.

This position is open until filled.

Knock Knock Children's Museum is an Equal Opportunity Employer