



Director of Learning

The American Alliance of Museums seeks a **Director of Learning** to lead the renewal and management of a professional development program for the museum community. This is a great opportunity for a candidate with museum and instructional design experience to play an integral role in shaping and launching a program to support museum professionals in the acquisition of new knowledge and real-world skills.

AAM is a small but mighty team committed to continuous learning and an inclusive and equitable workplace. We love museums and are passionate about supporting their talented professionals with high-quality resources and programmatic experiences. We operate under a hybrid work schedule that includes remote work and in-person work at our Arlington, VA office approximately 1-2 days per week. Candidates must reside in the DC metro area (DC, MD, or VA) and be able to provide proof of COVID-19 vaccination on their first day.

About the position: Working under the direction of the Vice President of Learning and Advancement, the Director of Learning will collaborate across AAM departments to create and implement year-round learning opportunities that activate AAM's robust content ecosystem and field-wide standards, build on existing membership incentives, and support museum professionals in finding, connecting, and learning from each other. Duties include developing and implementing a learning management system (LMS); crafting and managing a year-round schedule of online workshops, webinars, and programs; collaboratively working on the Annual Meeting program and helping to implement and manage a new virtual fall convening; exploring certifications/badging programs, mentoring, and learning excursions; and supporting professional trainings for AAM staff.

Salary is targeted at \$105,000 annually and the position is eligible for a robust benefits package including: Health, Vision, Dental Insurance with generous employer contributions on cost sharing; Generous vacation, sick and personal leave; 403(b) Retirement Plan with matching employer contribution; Telework/flexible schedules; Access to onsite, state-of-the-art gym/showers/bicycle storage; and more.

Skills and qualifications: At least five years of instructional design experience producing educational programs, webinars, workshops, and/or professional meetings (museum professional development experience preferred); facility working with learning management systems (implementation experience preferred); ability to collaborate with internal and external stakeholders and effectively communicate (orally and in writing); demonstrated analytical and programmatic assessment skills; project management experience and/or facility with variety of technological platforms necessary for a (largely) remote workplace; and an entrepreneurial and resilient orientation to navigate the occasional ambiguity that accompanies any new initiative.

AAM welcomes candidates who are enthusiastic about contributing to a workplace environment that values diversity, equity, accessibility, and inclusion (DEA) and who offer unique

perspectives and understanding of issues impacting groups that have been traditionally under-represented in the museum field.

How to apply: To encourage a broad pool of candidates with various backgrounds to apply and to foster an equitable recruitment process, we are applying some principles of “blind hiring.” To apply, please submit one document in PDF format to hr@aam-us.org, using “Director of Learning” in the subject line that includes the following:

1. As part of your application, please include your resume, but do not include personal identifiers such as your name or address. Please include education but omit school names and graduation years. Please include your email address.
2. Please submit a cover letter that:
 - a. responds specifically to each of the “skills and qualifications” listed here,
 - b. includes any additional work or lived experience you believe informs this role,
 - c. offers how your perspective would enhance a workforce that values DEAI, and
 - d. append and annotate any relevant programmatic assessments, materials, and/or links to educational programs you had a hand in crafting.

Applications received by **April 18, 2023** will receive full consideration from our hiring team. Applications will be evaluated based on the content of the replies and the ability to communicate clearly. Candidates who are selected for further screening will be contacted by email within two weeks of this deadline. We expect to conduct interviews in late April/early May. Due to the large number of applications AAM receives, we can only contact those candidates selected for further screening. Please contact Human Resources at: hr@aam-us.org if you need an accommodation in submitting your application.

Don’t meet every single requirement? Studies have shown that women and people of color are less likely to apply for jobs unless they meet every single qualification. AAM values a diverse and inclusive workplace, so if you are excited about this role but your experience doesn’t align perfectly with all of the qualifications, we encourage you to apply anyway. You may be just the right candidate for this or other opportunities.

About the Alliance. The American Alliance of Museums, a 501(c)(3) non-profit organization, is a trusted leader, partner, and advocate for museums, representing art, history, and science museums, as well as aquariums, zoos, and botanical gardens. With a budget of \$10M and staff of 40, the Alliance provides leadership, advocacy, and service to its membership and the museum field. Headquartered in Arlington, VA, the Alliance is an equal opportunity employer and values a diverse workplace. For more information, please visit www.aam-us.org.