

Curator of Education

Department: Education
 Reports To: Executive Director

FLSA Status: Exempt
 Effective Date: March 2018

The critical features of this job are described under the headings below. This job description does not prescribe or restrict the tasks as shown below and may be subject to change at any time.

Job Summary

Responsible for enhancing the educational role of the institution by facilitating learning through experiences with original works of art by scheduling, developing, designing, and managing the Museum's educational programs, materials, and activities in fulfillment of the Museum's mission; Responsible for the Museum's ARTexperience Gallery content; Some Museum administrative duties; Considerable public contact; Responsible for the performance, attendance, and outcomes of the educational programs and budgets including school programs, documentation and reporting; Supervision of education department subordinates. Advocates for the Museum and collaborates across all departments.

Essential Duties and Responsibilities

- Responsible for professional art museum education practices.

Classes and Monthly Programs

- Develops schedule of Museum classes, workshops, and camps.
- Creates and maintains targeted monthly programs to serve diverse community needs and interests.
- Develops and teaches Teacher Institutes and Osher Institutes.

Docents/School Programs

- Manages ongoing volunteer docent program, including recruitment, training, supervision and evaluation of docents.
- Develops and produces curriculum materials for school programs and scripts for docents.
- Develops and retains strong contacts with area teachers and schools including advisory and focus groups to develop/adapt programs according to their needs.

Collaborations

- Collaborates with community groups, organizations, and school systems to provide educational programs and resources.
- Develops and maintains community collaborations and partnerships to extend educational programs and audience.

In-Gallery Activities/Materials

- Produces Family Art Packs and in-gallery hands-on and/or digital activities for exhibitions.
- Develops content and implements ARTexperienceGallery activities/exhibitions.
- Produces family guides and other educational handouts.

Brochures

- Prepares and disseminates brochures for school programs, monthly programming, and teacher institutes.

Facilities

- Ensures upkeep and organization of Albertson's Education Center (studios), education storage areas, and ARTexperienceGallery.

Art in the Park/Fundraisers

- Assists with general fundraising when needed including Art in the Park, Off the Wall and Gala.
- Organizes and facilitates the Children's Art Tent during Art in the Park, including recruiting and supervising art tent volunteers.

Financial/Administrative

- Participates as active member of Museum senior management team.
- Participates on Board of Trustees Exhibitions/Collections/Education Committee
- Participates in institutional strategic planning to determine goals and scope of education programs for the Museum.
- Participates with development staff and Executive Director to prepare grant proposals and follow-up reports related to funding for education projects when requested.
- Attends special events, openings, board events, programs, receptions, and meetings.
- Prepares budget for the Education Department within Museum-wide process.
- Acts as resource person for public and staff for art education related inquiries.
- Serves as spokesperson for education department when requested by Executive Director.
- Ensures education department expenses remain within the budget.

Additional Responsibilities

- Other duties as assigned.

Supervisory/Managerial Responsibilities

Carries out supervisory/managerial responsibilities with direct-report subordinates in accordance with the organization's policies, procedures, and applicable laws. Responsibilities include interviewing, making recommendations for hiring and firing; training employees; planning, assigning, and directing work; appraising, rewarding, and disciplining employee performance; addressing concerns and facilitating problem resolutions.

Minimum Qualifications

3 – 5 years experience developing, implementing and administering educational programs for an arts organization. 2 – 4 years of art curriculum design and delivery for adults, adolescents and/or children. Competency with desktop computer, presentation software, spreadsheet software. Effective organizational and presentation skills. At least two (2) years of personnel management experience.

Education Requirements

Master's degree in art education, art history or related field.

Language Requirements

Proficiency in reading, writing and comprehension of the English language.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; fumes or airborne particles, outside weather conditions and risk of electrical shock. The noise level in the work environment is usually moderate. Works evenings and weekends. Work is sometimes stressful and requires the ability to set and meet deadlines. This position does not require routine or regular engagement in interstate commerce.