



**Job Title** Art Museum Education Coordinator

**Reports To** Director of Education & Humanities

**Purpose** Works with educators, museum professionals and community members to meet curricular learning goals and provide teaching support through visual arts. This full-time, non-exempt, salaried position is responsible for planning, co-teaching and administration of the Classroom Enrichment program for grades 6 through 12 to deepen and reinforce core curriculum through the arts, as well as the Student Exhibition Tour program for grades K-12. The Art Museum Education Coordinator has a strong desire to work with students and educators to inspire confidence, self-expression, problem solving, empathy and improvisational skills through the visual arts.

### **Primary Responsibilities**

- Recruit and work collaboratively with Blaine County educators to plan and facilitate classroom enrichment projects annually, ensuring a balance of grades, schools and subjects
- Promote, schedule and lead students on exhibition tours, with the goal of creating a place of joy and wonder for local students
- Work with volunteers to train and schedule them to assist in the student exhibition tours
- Ensure the necessary materials are prepared for all projects
- Document hands-on projects through written lesson plans for digital publication
- Attend Education staff meetings, Program Committee meetings and Educator Advisory meetings as required
- Be a representative of the SVMoA while in the public school setting as well as the community

### **Secondary Responsibilities**

- Assist in teaching all museum education programming as needed, including family events, teen workshops, afterschool programming and summer art camps
- Support SVMoA's mission and vision through an understanding of the scope of programming offered
- Serve as support to the Administrative Assistant at the front desk, providing coverage during time of high ticket sales, sickness, or vacation

### **Key Interfaces**

This position will interface with the following groups:

- SVMoA Leadership
- Director of Education and Humanities and Visual Arts Class Assistant

### **Focus**

- 50% Classroom Enrichment
- 40% Student Exhibition Tours
- 10% Assisting in other Education programming

## Hours

- The position is a full-time, non-exempt position
- Regular hours are 9:00 a.m. to 5:00 p.m. Monday through Friday, with evenings and weekends as needed based on program and event schedules

## Requisite Education & Experience

- Bachelor's degree in art, art history, museum studies, education or related field is required; familiarity with museum education and/or object-centered learning is preferred
- Interest in contemporary art
- Desire to work with students in elementary, middle and high school and within the public school system
- Demonstrated ability to translate learning in multiple disciplines into visual arts projects
- Desire to delight students in engaging them with ideas and hands on making projects
- Demonstrated proficiency with Microsoft Office and Apple applications
- Strong organizational skills and proven record of success with complex and detail-oriented projects
- Excellent time-management skills and proven ability to manage multiple projects according to strict deadlines
- Must have excellent writing and strong communications skills, both verbal and written
- Spanish language skills are a significant asset
- Team player with an even temperament
- Good public presence and positive attitude toward all people
- Clear a criminal background check

## 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.

- Work regularly requiring sedentary activity using a computer keyboard and mouse.
- Physical effort includes, but not limited to walking and/or brisk walking, lifting 10-45 lbs, climbing/descending steps, climbing/descending ladders

*\* accommodations will be made as necessary*

## Statement of Diversity, Equity and Inclusion

Sun Valley Museum of Art is an Equal Opportunity Employer and is committed to fostering and supporting a diverse workplace and is proud to be an equal opportunity employer. SVMoA invites applications from all qualified individuals and welcomes applications from women, members of racialized groups and visible minorities, indigenous persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression. Accommodations are available for applicants with disabilities throughout the recruitment process. SVCA has a clear vision: to be a workplace where a diverse mix of talented people are committed to delivering our mission of providing arts experiences for all.

## To Apply

Please send a curriculum vitae and accompanying letter of interest to [information@svmoa.org](mailto:information@svmoa.org) with the subject line **Art Museum Education Associate**. Applications will be accepted until close of business on Friday, April 30, 2021