



# Sun Valley Museum of Art

191 FIFTH STREET EAST, KETCHUM, IDAHO  
P.O. BOX 656, SUN VALLEY, ID 83353  
208-726-9491 • [www.svmoa.org](http://www.svmoa.org)

**Job Title:** Education Associate

**Reports To:** Education Director

**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 development, implementation and administration of the Museum's visual arts education programs. The Museum Education Associate 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
- Ensure the necessary materials are prepared for all projects and manage art supplies and maintenance of art materials in the Ketchum and Hailey classrooms
- Document hands-on projects through written lesson plans for digital publication
- Develop and implement art projects/experiences specific to each exhibition for Student Exhibition Tours, including training docents and assisting as necessary
- Develop and implement family programming events specific to museum exhibitions
- Develop and implement interactive Art Lab activities and family visitor guides specific to each exhibition
- Plan and teach Family and Youth Programs including Afternoon Art, Summer Art Camps, and Smart Art classes
- Attend Education staff meetings, Program Committee meetings and Educator Advisory meetings as required
- Be a representative of the SVMoA while in the school setting as well as the community

## Secondary Responsibilities

- 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
- Support development efforts during Wine Auction and other duties as assigned

## Key Interfaces

This position will interface with the following groups:

- SVMoA Leadership
- Education Director and Education Coordinators

**Focus:**

55% Classroom Enrichment  
35% Student Exhibition Tours, Art Lab, Family and Youth Programming  
10% Assisting in other Education programming

**Details:**

This is a full-time (40 hours/week), non-exempt position. The salary will range from \$40,000 - \$55,000 depending on qualifications. This position is eligible for benefits. Work may require the flexibility to work evenings and/or weekends according to The Museum's calendar of programs and events. Regular office hours for SVMoA's Ketchum location are Monday-Friday, 9am-5pm. SVMoA is open to the public Tuesday-Friday, 10am-5pm, and Saturday 11am-4pm.

**Education/Experience Required:**

- 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 if necessary

**Statement of Diversity, Equity, and Inclusion**

The Sun Valley Museum of Art 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.

The Sun Valley Museum of Art is an Equal Opportunity Employer.

**To Apply**

Send resume and letter of interest and resume to [information@svmoa.org](mailto:information@svmoa.org) with subject, "Education Associate." Applications will be taken until Friday, June 24, 2022 or until filled.