



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

Job Title: Education Coordinator

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 the administrative duties for the education department including the Scholarship program and scheduling K-12 programs. Additionally, this position assists with Student Exhibition Tours and the in-school Classroom Enrichment program. The 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

- Promote, schedule and lead students on exhibition tours, with the goal of creating a place of joy and wonder for local students
- Lead and manage communication, training and recruitment of volunteer docents for the student exhibition tour program
- Manage the administration of youth and family programming, including marketing, enrollment, scholarship requests, communication with participants, and executing contracts and accounts payable
- Oversee and administrate SVMoA's Scholarship Program including recruitment and supervision of review committee, accounts payable and long-term program impact tracking
- Attend Education staff meetings, Program Committee meetings and Educator Advisory meetings as required
- Be a representative of SVMoA while in the community

Secondary Responsibilities

- Assist in teaching all museum education programming as needed, including in school enrichment, family programming, 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
- Education Director, Museum Education Associate, and Education Coordinator

Focus:

40% Student Exhibition Tours
30% Scholarship Program
20% Youth and Family Program Administrative Tasks
10% Assisting in other Education programming

Details:

This is a full-time (40 hours/week), non-exempt position. The salary will range from \$30,000 - \$40,000 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
- 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 with subject, "Education Coordinator." Applications will be taken until Friday, June 24, 2022 or until filled.