



# 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:** Museum Educator

**Reports To:** Director of Learning and Engagement

**Purpose:** Works with educators, museum professionals and community members to meet curricular learning goals and provide teaching support through visual arts. This part-time, non-exempt, hourly position is responsible for planning, co-teaching, and administration of SVMoA's K-12 programs. A Museum Educator 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
- Work collaboratively to plan and facilitate arts integration classroom lessons for digital publication, ensuring a balance of grades 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
- 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 museum education programming as needed, including in school enrichment, family programming, teen workshops
- Lead and manage communication, training and recruitment of volunteer docents for the student exhibition tour program
- 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
- Learning & Engagement Team
- School Community

## Focus:

50% Student Exhibition Tours

40% Arts Integration Curriculum Writing

10% Assisting in other Learning & Engagement and SVMoA programming

**Details:**

This position may be a part-time or full-time position. Salary is dependent on experience and qualifications. 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
- Excellent writing and strong communications skills, both verbal and written
- Spanish language skills are a significant asset
- Team player
- 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.