

Job Title:	Art Educator and School Programs Coordinator
Department:	Education
Reports to:	Education Director
FLSA Status:	Non-Exempt
Hourly Rate:	\$9 - \$15

Summary: The position of Art Educator and School Programs Coordinator is an important position within the Education Department that will help maintain and strengthen the museum's partnership with Dothan City Schools by coordinating and facilitating WMA's school tour program. The successful candidate will have a passion for inclusion, diversity, equity, and accessibility and will bring a wide range of experiences working with diverse audiences including those of all ages, backgrounds, and knowledge levels of art.

The Art Educator and School Programs Coordinator is responsible for developing, implementing, and coordinating major educational initiatives, establishing short and long-term goals and objectives, working with K-12 teachers, students, docents, and community members, establishing resources for exhibitions, and serving as an integral member of WMA's team. The School Programs Coordinator will work both independently on select programs, as well as collaborate with the museum's education staff for our more wide-reaching programs. The primary focus of this position is to build school related programs, as well as school outreach opportunities. This is a part time, entry-level position.

Primary duties:

- Expands the reach of museum programs by cultivating strategic partnerships with Dothan City Schools, Houston County Schools, and surrounding school systems.
- Coordinate a broad range of educational programs including school tours, summer outreach, and online curriculum.
- Teach art lessons in a classroom environment and be able to provide lessons that are cross curricular and standards-based.
- Develop content and curriculum materials for school tours of museum exhibitions, developing an innovative educational experience for students (PreK – 12th grade).
- Identify curricular connections between exhibitions and regional education community needs to design and develop school and tour programs.
- Schedule tours and docents, maintain tour records, and provide tours to visiting groups, alongside other education staff.
- Contact and work with local PreK---12 teachers as part of the Museum's school tour program.
- Design and conduct training programs for volunteer docents.
- Work closely with the curatorial department to create appropriate content and docent training programs, to match upcoming exhibition schedules and institutional priorities.
- Keep up to date in knowledge of museum education theory, interpretive development, PreK-12 curriculum development, and current practices in formal and informal education.
- Assists marketing and fundraising efforts related to education programs.

- Act as advocate for the Museum and participate in community related functions and events representing the Museum's best interest.
- Work closely with other Education staff to explore potential for new programming and develop a portfolio of high quality, coherent, targeted and relevant programs.
- Develop and track metrics to measure effectiveness of program offerings.

Secondary Duties:

- All other duties as assigned.

Competencies:

Intellectual Competencies:

- Must have the ability to acquire understanding and absorb new information (a quick study).
- Must have sound judgment/decision making ability, must be able to apply consistent logic, rationality, and objectivity in decision-making.
- Must have the ability to display imagination and creative approaches to problems and issues, outside of established methods or standard operating procedures.
- Must have the ability to determine opportunities, and threats through comprehensive analysis of current and future trends. Able to understand the "big picture" and assess organizations' competitive strengths and vulnerabilities.
- Must have the ability to be pragmatic and be able to generate realistic and practical solutions to a problem.

Personal Competencies:

- Must have the ability to plan, organize, schedule work in efficient and productive manner.
- Must have the ability to maintain confidentiality and display ethical behavior in all business dealing; ability to be trusted by peers, clients, and others; puts honesty and integrity above self.
- Must display resourcefulness and the ability to seek out and seize opportunities; able to achieve results despite lack of resources or defined processes.
- Ability to focus on key priorities, manage multiple tasks or projects, and manage time effectively.
- Must have the ability to work independently of others without significant supervisory oversight or co-worker involvement.
- Must have the ability to maintain poise and composure under heavy pressure from clients, supervisors and/or company officers.
- Must be able to communicate the museum's mission, vision, brand, and event goals to volunteers and vendors.
- Must be able to exercise sound judgment, tact, and diplomacy especially with the public, members and donors, volunteers, board and committee members, and museum staff.

Interpersonal Competencies:

- › Must have the ability to display appropriate demeanor, dialogue, interaction, and attire when dealing with the public, vendors, and museum staff at all levels.
- › Must have the ability to personify and/or exhibit compassion, sensitivity, warmth, friendliness, and trustworthiness.
- › Must have the ability to work in a team setting and establish collaborative peer relationship.
- › Must have the ability to communicate effectively in both written and verbal communication.
- › Must have the ability to listen, comprehend directives, inquiries and/or comments, and decipher intent and meaning.

Motivational Competencies:

- › Must have the ability to exhibit high levels of energy, a strong desire to achieve, and appropriately high dedication.
- › Must have the ability to exhibit a can-do attitude.
- › Must have the ability to demonstrate strong need to achieve goals and not give up.

Physical Demands:

- › Occasional lifting, carrying, pushing and/or pulling up to 25lbs (+-20%) of the time.
- › Occasional standing/walking/climbing (+-20%) of the time
- › Sitting in a normal position for an extended time (+-50%) of the time
- › Occasional reaching/handling/feeling (+-20%) of the time
- › Frequent use of finger dexterity (+50%) of the time.

Education:

- › Some undergraduate coursework in Education, Art education, Studio Art, or Related field required.
- › BA in Education, Art Education, Studio Art, or related field is preferred.

Experience:

- › Must have 1 year experience in education and program development and implementation, including writing of PreK-12 curriculum. Combined education and experience will be considered. A strong knowledge of art and culture is required.

Computer Skills:

- › Ability to use typical office software efficiently (word processing, spreadsheets, etc.)

Other Skills/Ability:

- › Demonstrated experience building new programs targeted to diverse audiences
- › Willing to take hands---on approach where needed.
- › Able to work flexible hours including nights and weekends as needed.
- › Creative and innovative approach to program development.
- › Knowledge of a variety of studio techniques.
- › Ability to manage time and organize in a classroom environment.

- Ability to present programs (tours, gallery talks, studio instruction, formal presentation) to an audience.

Expected hours: Monday through Wednesday, 7:30 am to 12:30 pm; Thursday and Friday, flexible. Some weekends and evenings required.

To apply, please send a cover letter and resume to Brook McGinnis, Education Director, at brook@wiregrassmuseum.org with “Art Educator and School Programs Coordinator” in the subject line. References may be requested at a later date. Due to the anticipated number of applications, please do not inquire by phone. We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.

EEO: Wiregrass Museum of Art is an Equal Opportunity Employer. We will not discriminate based on race/creed/national origin/religion/color/sex/age/pregnancy/ disability or veteran status.