



YOUNG AT ART | MUSEUM

JOB DESCRIPTION

Position: Director of Education & Community Initiatives
Department: Education & Community Initiatives
Supervisors: Executive Director, CEO
Level: Full-Time, Salary, 40+ hours/ week, Occasional Weekends and Evenings

Position Summary:

This position is responsible for the development, implementation and supervision of the Museum's education department including but not limited to educational activities attributed to school tours and workshops, classroom & community outreach programs, exhibition concept, design and activities, classes, workshops, volunteer program, public programs, and supervision of the Museum's community initiative programs including but not limited to ArtREACH, Girls Empowered, YAA On the Go, YAA for ALL, and YAA at Home.

Job Responsibilities:

- Develop and implement educational program plan to serve school and public audiences.
- Supervise education staff: hire, schedule, task assign, train, and provide performance evaluations.
- Manage grant programs, including adhering to budgets, goals, objectives, and reporting deadlines.
- Establish and monitor evaluations for authentic and educational program quality and grant accountability.
- Monitor education budget with the understanding of meeting or exceeding the established goal.
- Develop new educational programs to reach new audiences and increase education revenue.
- Work with marketing team to implement strategies to increase revenue for educational programs.
- Work with all team members to infuse art education into the curriculum.
- Supervise and oversee implementation of the Museum Volunteer Program.
- Develop educational content for school, class, camp program guide, pre/post-visit materials and web content.
- Support education staff by conducting tours and outreaches as needed.
- Develop scripts and special programs to support changing programs and exhibits.
- Provide educational training to volunteers and museum staff.
- Work with UM|NSU CARD to conduct staff training and implement YAA for ALL.
- Oversee the planning and implementation of special events and programs for the public.
- Assist the Development Department in establishing programs to support contributions.
- Develop and monitor the annual community initiative program plan to serve at-risk audiences.
- Monitor community program budgets for compliance.
- Develop new community initiatives to reach new audiences.
- Monitor grant progress and reporting as well as identify new grant opportunities.
- Serve as a museum ambassador and attend conferences and designated meetings.
- Provide oversight for ArtREACH, Girls Empowered, YAA On the Go, YAA for ALL, YAA at Home, CALL for Early Learners and other initiatives.
- Develop training manuals and protocol for off-site community programs.
- Provide oversight and support the development of curriculum and strategies for community-based programs.
- Coordinate staff members in the planning and implementation of workshops, programs, outreach, and events.
- Work with the CEO and Exhibits Team to develop and design exhibits.
- Communicates regularly with the CEO and CFO on department status.

General Duties:

- Serve as an ambassador for the Museum in the community
- Serve as a mentor to staff and all volunteers
- Other duties as assigned

Knowledge, Skills and Abilities:

- Bachelor's degree preferred; relevant experience may substitute for degree
- Art experience in any media preferably in traditional art forms (drawing, painting, mixed media, printmaking, ceramics)
- Prior management experience necessary
- Prior experience with children, teens and adults
- Prior experience planning events for youth/teens necessary
- Prior museum and/or non-profit work experience a plus
- Good problem solving skills, with a positive attitude
- Self-starter who takes initiative and is pro-active
- Good communication and organizational skills with the ability to inspire others
- Strong attention to detail, follow-through, and ability to prioritize
- Proficient with Microsoft Office
- Experience working with databases or CRM's a plus
- Personable, enthusiastic, creative and independent.
- Leadership skills and the ability to work well with teens, seniors, staff and the public
- Able to work on and off-site at YAA programs in a non-traditional work schedule
- Must love kids and art!

No calls or in-person visits. Please send an email and cover letter to humanresources@yaamuseum.org