

Education Program Assistant

The Education Program Assistant (Assistant) will support the Programs and Education Department in developing and delivering innovative, enriching, and creative strategies for engagement with Pre-K through 12 students and educators; college and university students and educators; and teens. Expanding outreach to these audiences is a critical role for the Assistant. In addition, the Assistant will provide as-needed assistance with family and adult audience development and programs. The Assistant will also have the opportunity to generate ideas and content in the programs listed below, as well as across the department.

The Assistant will lead gallery tours and programs for students and teachers; will support the efforts to develop exhibition-based tools and resources for teacher and student learning; identify and communicate with teen audiences; and research and support college and university relationships and partnerships.

The Assistant will manage The Studio, the Museum's multi-purpose program and art-making space, including but not limited to developing innovative hands-on projects for visitors of all ages, overseeing materials inventory, and coordinating use of The Studio with colleagues.

Responsibilities include, but are not limited to:

- Lead gallery tours and programs for students and teachers

- **Work collaboratively with educators and education program staff to continuously update interpretive ideas and inquiry-based teaching strategies around the exhibitions; provide support in the development of new ideas and web-based resources that can be applied to expand the learning experience for students and teachers within the Museum context**
- **Coordinate administrative tasks for school groups, including relationship building and communication with teachers and administrators**
- **Research teacher guides and educational resources**
- **Develop and deliver a series of lesson plans for K-12 students serving public, charter, and private schools**
- **Assist in generating resources that integrate visual thinking and learning and the Museum's current and upcoming exhibitions with Common Core State Standards and STEM in English Language Arts, Social Studies, and Science**
- **Support with assessment strategies for online curriculum-based resources**
- **Support with audience development for and outreach to K-12 teachers, higher education faculty, teens, and special needs audiences**
- **Support the development of programming for teens and young artists**
- **Development of Studio prompts for visitor engagement, inspired by exhibitions, seasons, and current events**
- **Organization, material management and oversight of Studio**
- **Co-develop and maintain content manuals, training guides, and operational work processes that ensure a smooth delivery of education and family programs**
- **Additional tasks as assigned, including programmatic and administrative support for family and adult programming**

The successful applicant will:

- **Be poised, confident and professional; able to clearly articulate and represent the Museum's mission**
- **Have excellent oral and written communication skills; the aptitude for the rapid assimilation of information; and be comfortable interacting with people of all ages, needs, and abilities in an engaging manner**
- **Be proactive and solution-oriented and demonstrate problem-solving skills**
- **Have the ability to multi-task and support administrative needs related to the prep and breakdown of each tour**
- **Be able to discuss and present exhibitions in an accurate way, presenting objective information rather than personal opinions**

- **Have a flexible approach; the ability to adapt quickly to diverse audiences**
- **Be able to accept, learn, and adapt to new approaches in educational teaching and learning strategies**
- **Possess a vested interest in the field, and look to pursue professional development opportunities to further knowledge of museum education**

Requirements:

- **Bachelor's degree in a relevant field, preferably in museum studies, art education, art history, studio arts or similar**
- **2 to 5 years job-related experience (preferably museum teaching and administration experience).**

Please submit writing sample and 2 professional references.

