



## MONTCLAIR ART MUSEUM

3 South Mountain Ave.  
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montclairartmuseum.org

POSITION TITLE: **Education Associate**  
DEPARTMENT: Vance Wall Art Education Center  
SUPERVISOR: Assistant Director, K-12 Learning and Gallery Interpretation

**Full-time position. 40 hours per week, M-F, 9 a.m. – 5 p.m. Some weekend/evening work as needed.**

MAM is excited to announce the establishment of a new position, Education Associate. The person in this position will work across the Museum's Vance Wall Art Education Center to support program activities, institutional outreach and customer service throughout the Center as directed. The Museum seeks an outgoing, team-oriented and flexible candidate with a can-do work ethic and strong belief in the personal and social impact that the arts and arts education can have on all audiences in contemporary society.

Scope of Position: The Education Associate will participate in all aspects of designing, marketing, scheduling, communications, and coordinating online and in-person school and community group activities, outreach, and educator programs onsite, off-site, and online. This position will proactively pursue new relationships for MAM, maintain and expand existing relationships and build new audiences. This position will also provide administrative support for the department to ensure smooth day-to-day functioning of programs including record keeping, payment processing, program preparation, and assistance with program evaluations. The Education Associate is a front-line customer service position that has a comprehensive understanding of all tours and programs offered through the department and can discuss them with the public. The responsibilities of the Education Associate may be redirected to other activities as necessary to meet the goals of the Department and the Museum.

Responsibilities include, but are not limited to:

### **Tour and Art-making Programs (online or onsite)**

- Market Museum tour programs to schools and other institutions, including community groups, local government agencies and senior centers.
- Manage the schedule of all gallery tours and art activities for school groups, community and adult tours online and in person.
- Maintain complete and accurate records of all activities booked and confirmation letters sent.
- Serve as liaison to target audiences to promote tours, educator programs, and community-based residencies. Actively seek new schools and organizations for tours.
- Manage long-term school collaborations such as Montclair Child Development Center and New Jersey Regional Day, including schedules, receptions, and art exhibitions.
- Communicate via e-mail, phone, and in person with target audiences to answer questions about available offerings and how MAM can meet the varying curricular and accessibility needs of tour and outreach audiences.
- Coordinate docents to facilitate tours and educators to lead studio sessions for tour programs.

- Schedule busses as needed and oversee payments (for on-site programs).

### **Outreach Programs**

- Work with Assistant Directors on scheduling and planning of community-based outreach programs including those conducted through the Art Truck. These programs include but are not limited to off-site adult lectures, fairs and festivals, Art Truck activities in schools and social service organizations, presentations at nursing homes.

### **Financial and Systems Management**

- Receive, process, monitor, and track all tour payments in a timely manner, and report to Finance Department.
- Track and report on funded tour programs for Development and other departments as needed.
- Oversee and process payroll for freelance educators for tours and programs throughout department.
- Provide reports on tour attendance and income monthly and as needed.

### **Department Support**

- Assist with logistics of teacher professional development programs.
- Provide support and coordination for private art classes, including managing schedules with service providers and families, and track attendance and manage recordkeeping.
- Support planning of outreach professional development workshops for teachers, ensuring consistent high quality of outreach offerings and programs.
- Work with Scholastic Assistant on annual Scholastic Art Awards program.
- Assist with implementation of tour and program evaluations.
- Assist with evaluations of docents and provide appropriate feedback.
- Coordinate tour schedules with Visitor Services, Security, Facilities, as needed.
- Assist department in maintaining customer records in Neon.
- Provide support for family, teen, and adult programs as needed.
- Assist with Yard School class registration as needed.
- Assist with educational technologies support for virtual programs as needed.
- Lead programs and tours onsite and online as needed.
- Participate in department discussions about new strategies to engage audiences.
- Other duties within the scope of the position.

### **Qualifications:**

Bachelor's Degree in art education, psychology, or humanities with a preference for a minimum of two years of experience working in a professional office setting.

Ability to build a positive rapport with individuals of all ages with diverse abilities and interests. Exceptional customer service, friendly demeanor, and efficient organizational skills a must. Ability to problem solve, handle conflicts with maturity, and multitask in a fast-paced, demanding environment. Approaches all responsibilities and goals with a growth mindset and aspirational outlook. Team-oriented work ethic is critical, as the position requires effective communication across the department. Flexibility to take on new responsibilities as needed.

Fluency with Microsoft Office including Word, Excel and Outlook. Experience using Zoom or other video conferencing platforms necessary. Experience with databases and registration software a plus. Bilingual a plus.

The Montclair Art Museum, as a community-centered institution, is unequivocal in our stance against racism and injustice in all of its forms. MAM strives to maintain an environment that fosters productivity, creativity, and individual satisfaction by celebrating the many diverse traits of our community, which includes but is not limited to race, gender, nationality, age, religion, sexual orientation, and physical abilities. We see the arts as playing a critical role as a medium of observation, insight, education, articulation, and advocacy and seek to provide a platform for facing tough issues in our society as expressed through art. We seek candidates who combine a commitment to excellence in their field with a passion for this role for the arts and have creative ideas on how our exhibitions and programs can serve as an agent for societal change.