



MONTCLAIR ART MUSEUM

3 South Mountain Ave.
Montclair, NJ 07042
973-746-5555
montclairartmuseum.org

POSITION TITLE: **Education Programs Manager**
DEPARTMENT: Vance Wall Art Education Center
SUPERVISOR: Kristine Bowen, Associate Director of Education

Full-time position. 40 hours/week, M-F 9 a.m. – 5 p.m. Limited weekend/afterhours work as needed. Some work may be completed remotely depending on on-site requirements and seasonal program schedule.

The Education Programs Manager is responsible for planning and implementing the Museum's programs for children, teens, and families, including classes and camps, that foster a welcoming and inclusive environment for all. The Education Programs Manager is an integral member of the Vance Wall Art Education Center which encompasses all educational, programmatic, and interpretation efforts at the Museum and in the community, including MAM's Yard School of Art studio program. As part of a team-oriented department, the Education Programs Manager may be cross trained in other department responsibilities to assist as needed.

The Education Programs Manager will be expected to:

- Coordinate weekly Sunday Studio, annual Family Day and Building Montclair in Lego, and other family public programs.
- Work with Yard School of Art faculty to develop a compelling schedule of enriching, progressive studio classes and camps for children and teens through age 15.
- Manage award-winning SummerART camp and other seasonal camps including curriculum, training and logistics, serving over 500 students. Manage and supervise SummerART Assistants, and help interview and train SummerART counselors.
- Partner with the Education Associate to coordinate MAM's community-based presence at events such as community festivals.
- Expand new relationships with community partners that increase attendance and offer new opportunities to strengthen community relevance and visibility.
- Work in partnership with Membership on strategies to grow and sustain family engagement and membership.
- Help plan and contribute to meetings and trainings for teaching artists.
- Work with Marketing and Communications Department to identify strategies for attracting family attendance to the museum and programs. Develop content for classes, camps, and programs publications.
- Implement customer satisfaction evaluations that inform programs and camps.
- Manage instructor schedule and payments for programs, classes, and camps.
- Work to attain expense, revenue, and attendance goals for family and children's programs. Track finances and attendance, and analyze regularly with Associate Director to ensure goals are met.
- Stay current with museum trends and best practices related to engaging youth and family audiences and community impact.

- Contribute to an institutional culture that prioritizes advancing diversity, equity, accessibility, and inclusion, and values respectful, collegial, and collaborative communication.
- Assist with and support other department programming as needed.

Experience and Education Desired:

Because we know that no one will meet 100% of what is expected for any role and that applicants may have other relevant experience or training that may make them suitable for consideration, we encourage all applicants to apply if much of this description describes you.

- 3-5 years coordinating arts programming for children and families with diverse interests.
- Ability to teach in studios and galleries including experience with curriculum development.
- Bachelor's Degree in the field of art education or museum education with continued knowledge growth about changing practices in the field.
- Excellent computer skills (using both a Mac and PC), including Microsoft Word, Excel and Outlook, and Google suite. Experience using databases and registration software a plus.
- Knowledge of Spanish or other foreign language a plus.

Personal Characteristics Desired:

- Approaches all responsibilities with curiosity and an aspirational outlook.
- Deep commitment to diversity, equity, accessibility, and inclusion and in the arts and belief in the impact museums can have in society at large.
- Commitment to exceptional customer service and belief in the importance of a positive work environment.
- Clear, respectful communicator, both written and verbal, with ability to handle conflicts with maturity and emotional intelligence.
- Ability to take ownership for responsibilities and problem solve. Strong leadership abilities.
- Superb organizational and time management skills with ability to balance multiple projects simultaneously while maintaining strong attention to detail.
- Team player, ability to work collaboratively and with discretion.

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. Learn more about MAM's commitment to diversity, equity, accessibility, and inclusion at montclairartmuseum.org/commitment-deai.