

## Fort Wayne Museum of Art Job Description



**Job Title:** School Programs Coordinator

**Department:** Education

**Reports To:** Director of Education

**Status:** 40 hrs/week, non-exempt. All full-time employees are offered individual health insurance, long-term disability insurance coverage, life insurance, 403 (b) contribution matching, and retirement referral services. Details about insurance options will be provided at the time of hiring. Health and life insurance benefits begin after thirty (30) days of employment and disability benefits begin after six (6) months of employment.

### **Job Summary:**

The School Programs Coordinator provides support to the FWMoA Education Department in scheduling school programs, creating content for and implementing tours and other presentations, and acting as a liaison for area teachers. By doing so, this person advances the Museum's strategic goal of increasing the public's awareness, understanding, and appreciation of American and related art.

### **Essential Duties and Responsibilities:**

- Fields scheduling requests for PreK-12 programs and maintains scheduling system.
- Works with Education Department to develop and implement strategies that increase tour attendance such as pre-visit programs, increased outreach, themed-tours, lesson plans, and logistical support.
- Acts as a liaison between teachers and volunteers, relaying museum information and resources to teachers and group goals to tour guides.
- Schedules volunteer docents for school tours to ensure proper group size.
- Attends and assists in planning curriculum for docent training.
- Plans content for engaging inquiry-based school tours that meets state standards and educational goals.
- Presents programs as needed, including but not limited to outreach through Gallery on Wheels, Teen Council meetings, and tours for schools, families, and adults.
- Lead research and evaluation processes of tour programs for PreK-12 audiences to ensure enduring relevancy and attendance.
- Prepares docent training on evolving best-practices as needed.
- Assists with development of digital resources, including virtual tours and writing for the museum's blog.
- Assists with maintenance of and programming for the John S. and James L. Knight Learning Center.
- Increases Learning Center engagement.
- Assists with the administration of the Scholastic Art & Writing Awards.
- Assists with the development and evaluation of programs, initiatives, and resources capable of enhancing the interpretation of exhibitions and collections by audiences of all ages.
- Support the Museum by forging strong relationships with young adults through college relationships and programming enhancement.

- Performs other duties as assigned by the VP, Chief Program Officer, Director of Education and Associate Director of Education.

**Institutional Leadership and Interaction:**

- Keeps privileged information confidential and represents the Museum in professional circles and before the public in a way which shall at all times enhance the credibility of the Museum.
- Works cooperatively and productively to fulfill the Museum's goals and objectives.
- Understands the policies and strategic goals of the Museum.
- Assists with Museum functions, including those on weekends and evenings, as assigned.
- Attends professional meetings and conferences as appropriate and feasible.

**Professional Development:**

- Attend professional meetings, workshops, and conferences as appropriate and feasible.
- Make and maintain contacts with professional colleagues.

**Position Requirements:**

- Bachelor Degree in Art History, Art Education, Museum Studies, or related humanities field.
- Enthusiasm for using objects and their visual language as educational tools.
- Strong interpersonal skills and a "people first" attitude.
- Excellent writing, editing, and communication skills, including speaking to an audience.
- 2-3 years teaching or Museum experience.
- Desire to work with both children and adults in an educational setting.
- Knowledge of art education, learning theory, and curriculum resource development.
- Knowledge of Indiana state curriculum standards for Visual Arts.
- Work irregular hours if needed.
- Strong organizational skills with attention to detail.
- Working knowledge of Adobe Suite, digital databases, video-conferencing software, and all current Microsoft Office programs.
- Ability to work efficiently, be self-motivated, and manage time effectively.
- Ability to be flexible and quickly transition from one activity to another.
- Basic photography skills, photo-editing skills, and video-editing skills.
- Pass a criminal background check and have a valid driver's license.

Interested applicants should send a brief cover letter and resume to Amanda Shepard, VP & COO, at [Amanda.shepard@fwmoa.org](mailto:Amanda.shepard@fwmoa.org).