

Fort Wayne Museum of Art Job Description



Job Title: School Programs Associate

Department: Education

Reports To: Director of Education

Status: 40 hrs/week, exempt. All full-time employees are offered individual health insurance, long-term disability insurance coverage, life insurance, and 401 (k) contribution matching after 1 year of service. 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 Associate provides support to the FWMoA Education Department in scheduling and implementing school programs, creating content for off-site programming, 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 to strengthen the Museum's role within the school systems of the communities served by the Museum. Develops and maintains relationships with educators in the region and beyond through occasional presentations and regular communications with these groups.
- Acts as a liaison between teachers and volunteers, relaying museum information and resources to teachers and group goals to tour guides.
- Works with Education Department to develop and implement strategies that increase program participation.
- Attends and assists in planning curriculum for docent training in response to the shifting needs of classroom teachers and evolving best-practices in object-based teaching.
- Presents all PreK-12 programs as needed, including but not limited to outreach through Gallery on Wheels, Teen Council meetings, and tours for schools and families.
- Plans content for off-site programs including Gallery on Wheels and in-class Pre-K lessons.
- Works with teachers, principals, exhibiting artists, Museum staff, and docents to create lively off-site programming for preschools, daycare centers, and K-12 schools that meet the state's education standards and school curricula.
- Lead research and evaluation processes of off-site programs for PreK-12 audiences to ensure enduring relevancy and attendance.
- 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.
- Works with professional colleagues to enhance current programs and to create new learning opportunities that support the museum's interpretive messages and methodologies for existing and prospective PreK-12 audiences.

- With support from the Director of Education, performs many duties related to the Scholastic Art & Writing Awards, including but not limited to recruiting and communicating with partners, judges, and participants; facilitating judging; and installing the exhibition of awarded artwork.
- Administers the Scholastic Art Awards with support from the Director of Education.
- 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.
- Performs other duties as assigned by the VP, Chief Program Officer and 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's 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 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.