

Position Posting
School and Teacher Programs Manager
Full Time

May 10, 2018

The Wadsworth Atheneum Museum of Art in Hartford, Connecticut, seeks an experienced art education professional to join our Education Department staff. The Wadsworth offers extensive programming for schools that supports curricular learning for approximately 13,000 students in grades Pre-K to 12 and provides professional development opportunities for teachers inspired by the collections and exhibitions at the museum.

ESSENTIAL RESPONSIBILITIES

SCHOOL PROGRAMS

- Develop and oversee a dynamic schedule of gallery and studio-based programs for grades PreK-12 that responds to the museum's collections and exhibitions. Maintain and cultivate new partnerships within Hartford Public School system and throughout vicinity.
- Oversee *Museum on the Move* and *Art & Writing* programs, working closely with staff, docents, teachers and funders to assess and evolve programs. Prepare training and promotional materials.
- Coordinate annual *Hartford Youth Art Renaissance* exhibition in collaboration with Hartford Public Schools.
- Manage the development of resources and interpretive materials designed for schools and teachers, ensuring that all programs and resources align with current state and federal academic standards.
- Manage and direct contractual teaching artist staff for studio programs.
- Train Docent Council on program content for all grade levels.
- Represent the museum at school and community events.
- Teach all grades in galleries and at schools as needed.
- Actively promote museum programs to broader education community.

TEACHER PROGRAMS

- Develop, coordinate, and teach workshops, in-services, institutes and educator evenings, including all event management and teacher communication.
- Enlist and collaborate with teachers to design and assess new curricula.
- Serve as museum liaison to local school districts.

INTERPRETATION

- Work closely with cross-departmental teams to support exhibition development including devising visitor learning goals and outcomes, drafting funding proposals, and designing interpretive strategies.
- Draft, edit, and create interpretive content, including in-gallery interactives, for collections and special exhibitions as assigned.

ADMINISTRATION

- Work closely with Grants Manager to prepare program proposals and reports for funders. Represent programs in person during meetings with major funders.
- Manage program budgets in coordination with office of Finance, providing projections on a regular basis.
- Coordinate and conduct extensive school and teacher program evaluation and use findings to inform and evolve programs.

- Prepare quarterly and annual reports detailing activities.
- Work with Marketing and Communications to develop program promotion in print and online. Maintain mail and Constant Contact lists for targeted teacher and school administration.
- Serve on various museum-wide staff committees as needed.

MINIMUM REQUIREMENTS

Education and Experience

- Master's degree (preferred) in museum education, art education, museum studies, art history or related field
- Two to five years of experience teaching in a museum, classroom, or comparable setting
- Strong knowledge of museum education theory and practice
- Experience with object/inquiry-based teaching and learning

Skills and Abilities

- Outgoing, diplomatic and perceptive with strong interpersonal skills
- Excellent verbal and written communication skills
- Ability to work collaboratively as part of a team with staff and external associates
- Strong organization and project management skills, and ability to manage multiple projects simultaneously
- Strong budget management skills
- Bilingual (English/Spanish) preferred
- Ability to work a flexible work schedule, including nights and weekends
- Proficient with Microsoft Outlook, Word, PowerPoint, and Excel, and databases

HOW TO APPLY:

Interested candidates should send their resume, cover letter to:

Wadsworth Atheneum Museum of Art
Attn: HR Department
600 Main Street, Hartford, CT 06103
Or Email HR@wadsworthatheneum.org
Deadline for applications: Position will remain posted until filled.

The Wadsworth Atheneum Museum of Art is an Equal Opportunity Employer.