



Position Posting

Youth and Community 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 a broad range of arts-inspired programs for families, youth, and the public. Close relationships with community organizations and youth-serving partners strengthen these activities. The Youth and Community Programs Manager is the primary advocate for these audiences, overseeing established programs and cultivating emerging community partnerships.

ESSENTIAL RESPONSIBILITIES

COMMUNITY PROGRAMS

- Conceive and oversee monthly Second Saturdays for Families events, three Community Days, and other museum and citywide events that creatively explore and reflect museum collections and special exhibitions.
- Engage cultural arts partners, contractual artists, and performers to plan dynamic and resonant activities that appeal to diverse audiences.
- Actively promote museum programs to the community.
- Recruit and manage large volunteer pool to implement programs.
- Represent museum at community events.

YOUTH PROGRAMS

- Develop and coordinate Community Arts Program and Summer Community Studio, both serving youth during out-of-school time.
- Initiate and maintain strong collaborative relationships with partner organizations.
- Teach all grades in galleries for youth programs and as needed for school programs.

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 and 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.
- Supervise part-time Resident Teaching Artist, who develops and implements art-making activities for events, teaches studio programs, and assists with lesson plan development.
- Coordinate and conduct youth and community 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 establish Constant Contact lists for targeted community members.
- 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
- Minimum of two years of museum, education, or community arts-based development experience
- 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
- Bilingual (English/Spanish) preferred
- 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
- Ability to work with 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 and 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.