

School and Educator Programs Coordinator

Department: Education

Budget Cost Center: Education

Reports to: Education Director

Classification: Exempt

Job Type: Professional

The Studio Museum in Harlem is the nexus for artists of African descent locally, nationally and internationally and for work that has been inspired and influenced by black culture. It is a site for the dynamic exchange of ideas about art and society.

The Museum seeks a highly motivated, energetic museum education professional who will be responsible for the coordination of the Museum's School and Educator Programs.

The Studio Museum's School programs are a rich resource for teachers and students to explore and examine art and culture. School Programs including multi-session school partnerships, artist classroom visits, and pre/post museum sessions reflect our investment in making the Museum a natural extension of the classroom. Forming creative partnerships with schools and community-based programs serving pre-K-12th grade students is at the core of our school programs, working collaboratively to enhance curricula and encourage innovative teaching practice.

The array of Educator Programs at the Studio Museum acknowledges teachers as professionals at the center of education, whose significant contributions have the most profound effect on the lives and learning of students. Educator Programs reflect the Museum's commitment to reaching beyond the traditional classroom and museum visit by responding to the increasing demand for quality arts education from an interdisciplinary perspective.

Responsibilities:

- Together with the Education Director, work to increase and deepen participation of school audiences in Museum activities, and to increase the level of school community awareness of and interest in the Museum's mission, collection and exhibitions
- Develop new relationships and deepen existing connections with teachers, school administrators and the wider NYC school community in an effort to increase the Museum's school programs in Harlem and the surrounding area
- Deepen engagement with the Museum's permanent collection in school and educator programs in connection with inHarlem, a set of new initiatives designed to explore dynamic ways to work in the community
- Coordinate all aspects of multi-session school partnerships with New York City schools, including parent meetings, in-class sessions, parent workshops, and evaluations
- Liaise between school partners, museum educators and the Museum as necessary for school collaborations
- Coordinate all Educator Programs, including Professional Development Workshop for Educators, Open House for Educators, professional development workshops for partner schools, and other contracted professional development workshops
- Development and management of printed and online curricular materials, including Teacher Resource Guides that introduce key ideas behind works in the collection and exhibitions, and address core subject areas in school curriculum
- Participate in the vetting, training, and evaluation of per diem museum educators
- Lead inquiry-based tours for students, teachers, and parents as needed
- Collaborate with appropriate departments to create promotional materials for school and educator programs
- Contribute to the museum community through publications and conference presentations

- Maintain statistics, records, and documentation of programs
- Write year-end reports

Qualifications:

- Candidates must have a B.A./M.A. in art, art history, art education, arts administration, or related fields.
- 2-3 years of relevant professional experience including work with NYC K-12 students, teachers and school administrators; school programming with responsibilities in planning, development, and implementation of programs
- Museum education experience is required
- Knowledge of contemporary art and artists' practice
- Experience with community outreach and developing relationships with cultural, educational, and social organizations
- Demonstrated ability in the successful development and maintenance of school and community partnerships
- Strong written and oral communication skills, and ability to work with close attention to detail
- Proficiency with and accuracy in using MS Office products, including Word, Excel, Outlook, PowerPoint and other related software applications
- Flexible with a positive outlook and able to work well as part of the Education team
- Passion for the dual mission of achieving artistic and educational excellence

Salary commensurate with experience, skills and knowledge.

Position work schedule includes some evening and weekend hours, to lead and participate in Museum programs, and to meet job goals and deadlines.

To Apply: Please send a cover letter and resume, including three references to:
job.sch.edu.pgrm.coord@studiomuseum.org

Please note that while careful consideration will be given to each submission, the Museum will only be able to contact those applicants whose knowledge, skills and work experience best fit the requirements of the position.

No phone calls or faxes, please.

The Studio Museum in Harlem is an equal opportunity employer and considers all candidates for employment regardless of race, color, sex, age, gender identification, national origin, creed, disability, marital status, sexual orientation or political affiliation.