

10 May 2017

Mississippi Museum of Art

POSITION: Director, School Programs & Gallery Teaching
CLASSIFICATION: Exempt
REPORTS TO: Director of Interpretation
STATUS: Full-time



MISSISSIPPI MUSEUM of ART

POSITION SUMMARY

The Mississippi Museum of Art has been a community-supported institution for more than 100 years. The Museum boasts a seasoned staff of professionals that works to ensure that the Museum's exhibitions, programs, operations, and community outreach are of the highest quality and relevance to the people of Mississippi. Reporting to the Director of Interpretation, the Director of School Programs works to ensure the Museum's collection and special exhibitions are widely accessible to Mississippi K-12 teachers and school groups. The Director thinks innovatively about in-gallery and in-school engagement, aligning Museum school programs with the latest visual arts and core curriculums. Responsibilities include developing and maintaining relationships with educators, supporting teachers through professional development opportunities, overseeing (in coordination with the Director of Interpretation) the Museum Teaching Fellows, coordinating with teachers for school tours and aligning tours with standards, developing standards-based curriculum using changing and permanent exhibitions, organizing the annual Scholastic Art and Writing Awards, and maintaining a presence within professional organizations to ensure the Museum is an active participant in the larger community of educators and education policymakers.

ESSENTIAL FUNCTIONS

- Deepen the Museum's relationships with teachers and widen its presence among teachers locally and statewide.
- Ensure that guided and self-guided tours to the Museum are high-quality and aligned with the Museum's vision for object-based learning.
- Organize professional development opportunities for teachers.
- Develop and implement resources, both printed and digital, for educators to use in conjunction with the Museum's permanent collection and changing exhibitions.
- Manage all logistics related to the training and oversight of the Museum's Teaching Fellows.
- Book all school tours and oversee all related communications with Teaching Fellows and K-12 teachers.
- Develop methods for evaluating each program and use feedback to modify for improvement.
- Work with coordinator of studio programs to integrate hands-on components into school programs.
- Manage the annual Scholastic Art & Writing Awards ceremony and exhibition.

10 May 2017

- Represent the Museum among arts education and general education associations and advocacy groups including the Mississippi Arts Education Association, the Mississippi Association of Arts Educators, Parents for Public Schools, the Mississippi Department of Education, and the Mississippi Arts Commission's Whole Schools Initiative.
- Abide by all Museum policies and procedures, perform required administrative tasks in an accurate and timely manner.
- Work with other Museum staff to ensure smooth operation of the Museum's daily programs and events. Represent the Museum with the highest level of integrity and enthusiasm, work positively with colleagues and the public.

This is a list of Essential Functions for this position and is not designed to be a comprehensive itemization of every activity, duty, or responsibility that may be encountered. Activities, duties, and responsibilities may be changed, added, or eliminated at any time.

COMPETENCY

- Discernably innovative and creative
- Highly organized and detail oriented
- Excellent written and verbal communications skills
- Strong interpersonal skills, tactful with stakeholders

SUPERVISORY RESPONSIBILITIES

- Supervise the Teaching Fellows interns.

PHYSICAL DEMANDS & WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work may be performed both indoors and outdoors throughout the facility and grounds as well as at off-site locations.
- Position may require sitting at a desk, walking, climbing, bending and stretching, and enough physical strength to lift and carry a minimum of 50 pounds unassisted.

EXPECTED HOURS OF WORK

This is a full time position requiring availability during traditional office hours as well as official Museum events, some of which are after-hours.

TRAVEL

Travel outside the local area may be required of this position.

10 May 2017

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's degree in a related field such as art, art history, education, American studies, or Public Humanities, for example
- At least 2-years of experience working in an arts or education-related field
- Proficiency with basic technology

PREFERRED EDUCATION AND EXPERIENCE

- Completion of higher or more diverse education
- Background in or direct experience with museum operations

ADDITIONAL ELIGIBILITY QUALIFICATIONS

- Applicant must successfully complete training and a 60-day probationary period, and may be subject to a background check.

Interested candidates should forward by email a cover letter and résumé to careers@msmuseumart.org. No phone calls please.

The Museum is an Equal Opportunity Employer, and is proud of its work-place environment that is diverse in every respect and welcomes all applicants for employment. The Museum is not a department or agency of the state or federal government.