

Columbia Museum of Art
Job Description

Job Title: Education Coordinator

Reports to: Curator of Education

Purpose: To facilitate and support the daily operational, administrative, and programmatic functions of the Education department primarily in three areas: 1) support for and work developing education programs and interpretation projects, 2) general departmental administrative functions, and 3) assistance with assigned education program(s).

Major Job Areas:

75% Coordinate logistical and technical aspects of CMA's tours, trainings, and education programs and assist with development of educational and interpretive initiatives, in concert with the Curator of Education

15% Manage general departmental administrative functions

10% Provide support for assigned Education & Engagement program(s)

Job description:

Education and Interpretation Functions

- Serve as the primary point of contact for the CMA Docent Corps, including scheduling tours, assisting with technology, updating and maintaining records, attending monthly corps and board meetings, and disseminating materials for trainings and meetings
- Manage administrative functions relating to the museum's tour program, including creating schedules, updating calendars, creating virtual meetings, and processing invoices per tour policies and reimbursements related to applicable grant and/or sponsorship revenue
- Develop educational/interpretive content for docent trainings, tours, or other EE programs or initiatives under the designation of the Curator of Education
- Regularly update and oversee the Learn section of the CMA website, in coordination with the Brand Manager
- Assist with compiling, modifying, and organizing lesson plans and educational resources for internal and external use
- Step in to assist with groups visiting the museum and lead tours and studios when necessary
- Work in tandem with Communications and Visitor Experience to promote group tours among regional audiences
- Design evaluations and compile data for audience engagement tools for education programs
- Employ a variety of project management tools and techniques to refine duties and strategies for optimal efficiency

General Administrative Functions

- Manage and maintain data management to track audience attendance and assessment for Education programs, especially for grant and sponsorship reporting purposes
- Create the monthly departmental calendar and distribute to CMA staff via email and to docents via email and Google Drive
- Manage programs within internal calendars and project management systems per education staff
- Complete internal documents (e.g. layouts, marketing requests, etc.) in preparation for events and programs
- Serve as a department/museum representative on assigned departmental and cross-departmental special project teams and ad hoc special projects/initiatives and committees
- Record minutes at committee meetings as needed

Program Execution

- Assist with internal and external processes to prepare for and coordinate programs
- Occasionally serve as a lead teacher for studio programs and tours, including summer camps, classes and workshops
- Work as a collaborative partner in a team-oriented culture, sharing responsibilities with staff across the organizational structure, especially towards large-scale departmental programs and upkeep of education facilities and equipment
- Operate CMA and guest audiovisual equipment and technologies for designated education programs and events, as needed
- Represent the CMA in professional development opportunities towards best practices and thinking in the field of museum education and engagement

Job Type: This is a full-time, 40 hours per week, non-exempt position. Occasional evening and weekend hours required.

Education/Qualifications: Bachelor's Degree or equivalent experience

Skills and Knowledge: 2+ years in administrative and clerical support; programming development and execution in arts and cultural institutions a plus. Training or experience in education preferred. Excellent customer service skills. Intermediate to expert proficiency in computer skills, including Acme, Salesforce, Microsoft Excel, Word, PowerPoint, Outlook, Teams, and Cloud Project Management tools. Excellent written, verbal, and collegial communication skills.

Experience and Abilities:

- Must have an enthusiasm and a commitment to the mission and vision of the museum, including its established experience promises, and be a passionate advocate for the CMA and museum art education
- Be a positive person who consistently interacts courteously and respectfully with both internal and external individuals
- Must have a demonstrated commitment to the practices of diversity, equity, access,

and inclusion.

- Be a critical thinker and self-starter who is willing to work proactively and efficiently to identify key priorities and work across teams to implement the necessary solutions
- Have the ability to bring forward-looking approach to solving current challenges and initiatives
- Have excellent verbal and written communication skills; able to influence, converse with, and present in an organized fashion
- Possess strong logistical experience, with commitment to details and time management
- Be able to take initiative and work independently with efficiency and efficacy
- Present a professional, businesslike image to all co-workers, visitors, stakeholders, and the public
- Practice problem solving skills and agility, both as an individual and as part of a group
- Have an ability to foster trust and keep all information confidential
- Must be self-aware, self-regulated, motivated, and empathetic

Salary Range: Commensurate with experience that demonstrates proven successes and results: \$34,795 - \$52,192, plus benefits.

Contact: The Columbia Museum of Art is an Equal Opportunity Employer, committed to diversity, accessibility, equity, and inclusion. Confidential inquiries, applications, and recommendations are welcome. Please email cover letter and resume to Glenna Barlow, at gbarlow@columbiamuseum.org with "Education Coordinator" in the subject line.