

Education Programs Manager (part-time)

February 8, 2019

The Bronx Museum of the Arts, founded in 1971, is the sole contemporary art museum in the Bronx involved in re-envisioning the role of museums in contemporary society. The Museum addresses the changing needs of its diverse constituencies while standing at the forefront of scholarly discourse, museum practices, and innovative education programs. The Museum serves approximately 100,000 visitors annually through a broad range of exhibitions, events, seminars, educational and community outreach programs. The Museum is a member of the Cultural Institutions Group in New York City (CIG).

Reporting to the Director of Education, the primary responsibility of the Education Programs Manager is to design and oversee comprehensive arts programs, including school partnerships, teen programs, family programs and group visits. The Manager works closely with the Director of Education to set philosophical and methodological guidelines for all programs, conduct program evaluation, and plan and implement professional development workshops. In addition, the Manager works closely with the Director of Education to cultivate new partnerships and initiatives.

Essential Job Functions:

- Oversees comprehensive education programs including the Museum's group visits program, school partnerships, teen programs, family programs, and special initiatives;
 - Develops and reviews curricula for all education programs;
 - Organizes curriculum review meetings with partners;
 - Creates program schedules;
 - Coordinates and produces culminating events;
 - Oversees program evaluation by creating evaluation tools, implementing evaluation, and collecting/reporting findings;
 - Processes educators' timesheets;
 - Tracks all program expenses and monitors budgets;
- Plans and implements professional development workshops for staff, educators, and school partners;
- Assists the Director of Education in creating annual Education budget;
- Assists Development Department in its efforts to secure Education program support by providing program, budget and administrative information for grant applications and final reports.

Additional Job Functions:

- Assists in hiring, training, and evaluating educators for all programs;
- Organizes educator meetings and exhibition walk throughs;
- Purchases materials and snacks for all Education programs;
- Assists the Director of Education in developing satellite space at PS 73;
- Oversees documentation of all Education programs;
- Creates website and social media content;
- Assists the Director of Education in creating an annual outreach plan to increase GVP attendance and oversees the development of outreach materials for all Education programs;
- Assists the Director of Education in managing seasonal high school and college interns;
- Assists the Director of Education in planning and presenting at Board of Trustees meetings;
- Researches new developments in museum education, K-12 education theory and pedagogy;
- Represents the Education Department by participating on panels and attending conferences.

Qualifications:

- MA in Education, Arts Administration, or related field, or equivalent experience, required
- 3-5 years of Museum Education experience
- Knowledge of NYC Department of Education systems and practices
- Strong computer skills in MS Word and Excel required. Proficiency with Adobe Creative Suite preferred
- Ability to effectively manage one coordinator and a team of part-time Educators
- Possess a flexible and positive attitude, able to accept supervision and direction
- Excellent interpersonal, oral and written communication skills to deal with the public and with internal colleagues
- Ability to prioritize tasks and excellent time management skills
- Ability to multitask and problem solve
- Ability to communicate information clearly and concisely
- Values creativity, innovation, and risk-taking
- Patience and a sense of humor.
- Multi-lingual preferred



To apply:

Please send a cover letter, resume, recent writing sample, and three references to humanresources@bronxmuseum.org

The Bronx Museum of the Arts seeks talented people of all backgrounds—we value diversity of cultures, races and ethnicities, gender expressions, and abilities. Candidates who are POC, LGBTQ+, bilingual or multilingual, and people with disabilities are encouraged to apply.