

Position Title: Education Coordinator
Department: Education
Supervisor: Office Manager
Work Schedule: Full-Time

Position Summary

The Education Coordinator of the Triton Museum of Art is responsible for all aspects of the Museum's art education programs, including studio art classes and workshops for children and adults, education programs in connection with exhibitions, and museum art tours.

Duties and Responsibilities include:

Plan and coordinate all classes and workshops.

Plan all Education Events including Family Art Days, Student receptions, etc.

Plan curriculum in coordination with teachers. When conducive, exhibitions serve as the central focus for educational programming content and curriculum. Planning is designed around current exhibitions' themes while planning age-appropriate skills-based lessons.

Prepare Rosters, Sign-In Sheets, and other documentation before and after each class.

Maintain Education's Google Calendar

Manage and respond to email and phone inquiries in a timely manner.

Collaborate and outreach to other organizations for museum events and educational opportunities.

Create class descriptions and other pertinent information for marketing, including: flyers, Eventbrite, and organization's website and distribute to the Content Designer and Communication's Coordinator.

Ensure that Education Events and classes are up to date on the website, marketing board, and other avenues.

Create and submit Museum Experience Representative requests for Workshops and Family Art Days.

Schedule and secure volunteers and/or teacher's assistants before each class and workshop as needed.

Create Agreements with teaching artists prior to each workshop.

Create and organize the Art Activities portion of museum events.

Oversee ongoing Art Studio Rentals and maintain the facilities.

Purchase and organize all art materials for the education programs as needed.

Create interactive activities, gallery guides, and potential educational gallery experiences in collaboration with the curatorial team.

Write grant support-program content and information for final reports.

Support of Museum Mission

Events/activities: assist with Artist Receptions, Gala, and other museum events.

Assist other departments as needed and as time allows. May include physical activities such as art and supplies handling, light lifting, etc.

Assist Executive Director and Office & Development Manager to ensure fulfillment of department and museum goals.

Other duties as required.

Working Conditions / Physical Requirements

Work is generally performed in a typical office environment, and around the museum facilities and grounds.

Occasional evening events or weekend activities may require EducationCoordinator oversight. In such incidences, comp time is given.

Interaction with public at programs and events. Position requires good interpersonal communication skills with museum patrons, members, media representatives, etc.

Some local travel may be required.