Museum Programs Coordinator

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide overall direction and guidance to the day-to-day operations, problem solving, and decision making regarding activities and programs of the Euphrat Museum of Art's Art and Schools Program; implement program policies and guidelines; assure the program's mission, goals, and curriculum correlate with the larger mission of the Euphrat Museum; provide for program reporting and accountability; hire, supervise, and evaluate Short Course Art teachers; monitor program budgets.

REPRESENTATIVE DUTIES:

1. Provide overall direction and guidance to the day-to-day operations, problem solving and decision making regarding the Art and Schools Program; implement program policies and directives according to the Euphrat Museum's mission and goals, as well as District, Federal, and State guidelines.

2. Plan, develop, and oversee the Arts and Schools Program; formulate vision, goals, and direction of the program in collaboration with other museum personnel; research and develop new programs and activities on campus with staff, faculty, and administration; develop cooperative programs with area school districts, museums, colleges, universities, cultural non-profit organizations, cities, counties, and foundations.

3. Provide coordination and guidance to the Art and Schools program; develop the mission of the program and fundraising strategies to support and expand the program.

4. Hire, train, supervise, and evaluate Art and Schools program teachers, students, and volunteers; prepare and administer teacher contracts.

5. Develop and coordinate complementary programs such as informative tours, classes, community exhibitions, and events; give hands-on tours to school groups; give presentations to De Anza College classes, tying in class content and exhibitions, including studio art classes and classes in different subject areas.

6. Assist with curatorial activities and exhibitions at the Euphrat Museum of Art.

7. Research and coordinate the development of cooperative programs and activities on campus with staff, faculty, administration, and off campus entities such as museums, colleges, universities, and non-profit organizations.

8. Provide art and art education information to school administrators, city commissions, city councils, and funding organizations and individual donors.

9. Develop courses for the Art and Schools program and other Museum programs that incorporate a multicultural curriculum; present hands-on art assemblies to multiple grade levels.

10. Provide teacher training and in-services for Artists/Teachers; train De Anza students as classroom interns; substitute teach as necessary.

11. Design and implement public art projects involving school children, De Anza Students, and Artists/Teachers.

12. Assist in the development and implementation of a diversified funding plan consistent with the vision of the Art and Schools program; coordinate and assemble grant applications and proposals; assure grants and funding is in compliance with District policies; plan for fee-based programs, grant initiatives, individual contributions, special events, and volunteer recruitment.
13. Participate in and oversee financial records; monitor budgets, expenditures, and financial reports.

14. Develop, coordinate, and implement marketing and promotional materials and plans for the Arts and Schools program; publicize programs, events, and exhibitions.

15. Assume select duties and responsibilities in the absence of the Executive Director of the Euphrat Museum.

16. Maintain stock of required hazardous materials, including proper care and disposal of computer equipment; assure proper compliance with Federal and State hazardous materials laws.

17. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

1. Contemporary Art and Art Education theory and practice, including historical and contemporary artists and art forms of different cultures. Strong knowledge of drawing, painting, printmaking, sculpture, design, and photography. Knowledge of art instruction materials.

2. Museum, Art Education, and public school policies, procedures, and goals.

3. Safety, storage, and handling of art and art materials; proper handling of tools; rules and regulations regarding art materials used by school elementary, middle, and high school students.

4. Development and presentation of art programs and workshops.

5. Budget monitoring and control.


7. Fundraising strategies and methods.

8. Marketing and Public Relations.

9. Applicable laws, codes, regulations, policies and procedures related to the program, including risk management, liabilities, and District and government polices and regulations.

10. Oral and written communication skills.

11. Principles of training and providing work direction to others.

12. Interpersonal skills using tact, patience and courtesy.

13. Operation of a computer and assigned software.

ABILITY TO:

1. Demonstrate commitment to the increased Demonstrate understanding of, sensitivity to, and respect for all cultural groups, women, and the disabled.

2. Plan, develop, oversee, implement, and evaluate the activities of the Arts and Schools Program.

3. Organize and implement special events and collaborative art projects.
4. Install exhibitions.

5. Make visits to school sites and other locations to evaluate teachers and to deliver and pick-up art and art supplies.

6. Provide for program reporting and accountability.

7. Prepare comprehensive program reports and reviews.

8. Provide work direction and guidance to other program personnel.

9. Communicate effectively, both orally and in writing.

10. Monitor program budgets.

11. Interpret, apply and explain rules, regulations, policies and procedures.

12. Establish and maintain cooperative and effective working relationships with others.

13. Operate a computer and assigned office equipment.

14. Analyze situations accurately and adopt an effective course of action.

15. Meet schedules and time lines.

16. Work independently with little direction.

17. Plan and organize work.

18. Remain current regarding trends in the Art and Art Education field.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: Bachelor’s degree in a related field and two years directing an art education program with a multicultural art curriculum for children in a museum, college, or university. Two years art teaching experience with children, youth, and/or college students preferred.

WORKING CONDITIONS:
ENVIRONMENT:
1. Office environment.

PHYSICAL ABILITIES:
1. Hearing and speaking to exchange information and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Seeing to read a variety of materials.
4. Climbing ladders to arrange art and lights.
5. Sitting and standing for extended periods of time.
6. Bending at the waist, kneeling, or crouching.
7. Reaching overhead, above the shoulders, and horizontally.
8. Lifting, carrying, pushing, or pulling medium weight objects.

DATE APPROVED: March 8, 2005
RANGE: N-52
EEO-CATEGORY: H-30