AUBURN
Human Resources

Asst Dir, Education, Engagement, & Learning

Job Description

JOB INFORMATION

Job Code	AB21
Job Description Title	Asst Dir, Education, Engagement, & Learning
Pay Grade	LM10
Range Minimum	$54,890
33rd %	$67,700
Range Midpoint	$74,100
67th %	$80,500
Range Maximum	$93,310
Exemption Status	Exempt
Organizational use restricted to the following divisions	114 AVP, Administrative Effectiveness
Approved Date:	6/30/2025 12:28:49 PM

JOB FAMILY AND FUNCTION

Job Family:	Libraries, Archives & Museums
Job Function:	Museum Operations

JOB SUMMARY

Reporting to the Janet L. Nolan Director of Curatorial and Educational Affairs, the Assistant Director, Education, Engagement & Learning leads the design and delivery of exceptional and innovative student-centered experiences, faculty engagement and public programs for the Jule Collins Smith Museum of Fine Art, the university's on-campus teaching museum. Through research, outreach and instruction, the position works collaboratively with museum colleagues and stakeholders to facilitate connections with faculty, staff, and students to produce curricular and co-curricular engagement with museum exhibitions and collections. Identifies and develops projects that connect museum programs with teaching and learning at Auburn, the university community, and beyond.

RESPONSIBILITIES

- Manages the museum's Education, Engagement, and Learning staff. Manages related budgets, grant funds, and gifts. Ensures contracts are completed and all obligations are met, the contracted visitors' experiences, including travel and other hospitality details, are smoothly managed, and all requisite payments paperwork and collaboration within the museum, across campus, and beyond are handled in a collegial, timely and efficient manner.
- Oversees and develops the museum's education, engagement, and learning offerings aligned with its mission to actively engage new, diverse, and broad audiences both on and off-site. Conceives, co-develops, and facilitates museum engagements for university faculty, staff, students; PreK-12 and family education; public practice/community partnerships. Emphasizes cross-disciplinary, co-creation, and hands-on learning projects to cultivate notions of inclusion, life skills, emotional intelligence, and well-being to expand the understanding of art's impact on the public sphere. Incorporates new models of cultural participation, artistic practice, potential impact, and the history of museum education that also utilizes technology, tools, and an experimental social environment. Utilizes best practices in the fields of museum education, art-based pedagogies and visitor studies, incorporating multigenerational learning and participatory experiences that foster critical and creative thinking skills, experimentation, and global competence.
- In partnership with other arts, cultural, educational, non-profit, governmental, and civic organizations, conceives, co-develops, manages, and facilitates meaningful community-led museum programs for diverse audiences in places such as libraries, hospitals, medical training facilities, health care and wellness centers, mental health support organizations, judicial and other law enforcement agencies, military and veterans support organizations, and civic and governmental agencies connected to housing, parks, and recreation, and community gardens. Increases visual literacy and cultural competency that addresses shifting demographics, elevating civic dialogue, and encourages deep reciprocal relationships with our museum objects.

RESPONSIBILITIES

- Initiates, facilitates, and participates in research projects and various forms of public engagement that meaningfully integrate works of art with education, civic engagement, community development, equity, and inclusion. Actively contributes to rethinking presentations and understandings of the museum's collection to incorporate community voices and perspectives. Develops projects with artists whose work is situated in and activated by the public realm. Positions the museum for the public and artists together, especially by using its green space to create an alternative public park--a type of cultural commons with social interaction and creative participation as its guiding philosophies.
- Conceives, co-develops, and facilitates interactive online educational content and interpretive tools for the museum website as well as other digital platforms and formats. In collaboration with web and digital media staff and others, embraces social media, digital, and technology opportunities such as crowd sourcing, augmented reality, and virtual art experiences.
- Monitors effectiveness, gathering and analyzing qualitative and quantitative statistics, and other engagement metrics for use in evaluation, reports, and grants and funding proposals. Integrates data collection, measurement, and assessment into museum processes and programs. Ensures timely and collegial responses to questions and feedback from visitors and others.
- Represents the museum and makes appropriate contributions to professional communities and wider publics, including local, regional, and statewide community organizations; museum and university committees; and national and international scholarly and professional organizations through various public programs and other professional development workshops, seminars, and conferences.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Arts Education, Public Humanities, Cultural Studies, Museum Studies, Visual Studies, or related field.	and	5 years of	Experience in education, program development and management, student and public engagement, or community partnerships.	Or
Master's Degree	Arts Education, Public Humanities, Cultural Studies, Museum Studies, Visual Studies, or related field.	and	3 years of	Experience in education, program development and management, student and public engagement, or community partnerships.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of art and history, museum teaching, public practice, and dialogue facilitation and object-interpretation strategies.	
Broad understanding of the field of visual arts, including a range of historical periods, cultures, and artistic trends, and a willingness to learn about subjects and material outside of established areas of expertise.	
Deep knowledge of, extensive experience in, and demonstrable commitment to community partnerships and public practice connected with museums.	
Understanding of learner-centered interpretive values that create and contribute to community partnerships and audience engagement in galleries/grounds, off-site and on-line experiences.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Familiarity with pedagogical and engagement trends in the areas of performance and site-based work, digital and time-based media, mixed media, literary and public art, and social practice; technology integration; visitor studies paired with associated implementation efforts and projects; and stakeholder management.	
Strong technological capacity for and experience developing digital curatorial and educational projects as demonstrated by record of scholarly, educational, and/or artistic digital projects.	
Strong problem solving, conflict resolution, and interpersonal skills; ability to work well and collaborate effectively with and/or supervise a wide range of diverse audiences including staff, volunteers, community members, artists, funders, sponsors, volunteers, and other constituencies.	
Exceptional team and collaborative leadership skills, especially liaising with colleagues; comfortable leading large, small, and diverse groups to provide direction and mentorship through inspiration, consistency, and example.	
Ability to successfully plan, organize, and implement work to meet deadlines, unexpected business needs, and/or multiple changing priorities; keep up with high work volume often under pressure; multitask.	
Ability to strategize, set and meet goals, and be proactive, paying meticulous attention to detail in the completion of tasks.	
Strong skills in planning, organizational, financial, and administrative with attention to detail, while incorporating the broader goals of the organization.	
Excellent verbal and written communication skills for a wide range of stakeholders and colleagues from different cultural and social backgrounds, varying ages, language skills, and physical abilities that utilize high-level emotional intelligence.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting				X		
Lifting		X				
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically, should have depth perception and the ability to distinguish colors.