AUBURN
Human Resources

Creative Learning Manager

Job Description

JOB INFORMATION

Job Code	AB22
Job Description Title	Creative Learning Manager
Pay Grade	OP08
Range Minimum	$45,480
33rd %	$54,580
Range Midpoint	$59,130
67th %	$63,670
Range Maximum	$72,770
Exemption Status	Exempt
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JOB FAMILY AND FUNCTION

Job Family:	Outreach
Job Function:	Community Engagement

JOB SUMMARY

Reporting to the Assistant Director of Education, Engagement, and Learning at the Jule Collins Smith Museum of Fine Art, the Creative Learning Manager develops innovative approaches to arts education that engage both young people and adults with the museum. Participates as an active and collaborative member of the Education, Engagement, and Learning unit, positioning museum education as a dynamic academic resource, and championing new ways of thinking about museums, fostering creativity, critical thinking, and cross-curricular connections. Through experiences on-site, off-site, and online, this role advances the museum's mission to serve as a hub for interdisciplinary learning and engagement for educators, PreK–12 students, and other audiences through curriculum-based explorations, teacher workshops, and professional development opportunities.

RESPONSIBILITIES

- Creates and facilitates dynamic professional development opportunities for PreK–12 educators, emphasizing cross-disciplinary and co-created learning projects. Aligns museum programing with relevant Alabama State Standards across the curriculum and designs opportunities for professional development around integrating curricular instruction across standards. Expands understanding of art’s impact on the public sphere and promotes innovative strategies for integrating museum resources into all disciplines. Incorporates new models of cultural participation, artistic practice, and technology-driven engagement, fostering collaboration, creativity, and interdisciplinary thinking in educational settings.
- Expands and enriches relationships between the museum and communities throughout the state. Moves the museum beyond the classroom through the Jule’s Museum in Motion initiative by working in partnership with arts, cultural, educational, non-profit, governmental, and civic organizations to conceive, co-develop and manage meaningful community-led museum programs for diverse intergenerational audiences in places such as but not limited to libraries, health care facilities, mental health support organizations, veterans support organizations, and governmental agencies. Brings community voices and needs into museum engagement opportunities for the betterment of civic life in the region, exploring philosophical, cultural, and ethical ideas about how the museum can serve as a space for public practice and exploration.
- Conceptualizes, develops, designs, implements, and presents innovative PreK–12 education, engagement, and learning experiences for students, families, and other stakeholders. Responsible for coordinating tours and hands-on explorations, overseeing engagement calendars, and leading art making workshops, institutes, and customized engagements as necessary. Ensures offerings are impactful, object-based, multi-sensory, and multi-disciplinary utilizing best practices in museum education, art education pedagogies, and visitor studies to appeal to different learning styles. Incorporates multi-generational learning and participatory hands-on experiences that foster creativity, critical thinking, experimentation, and global competence.
- Conceptualizes educational content and interpretive tools for the museum website in collaboration with web and digital media staff. Develops innovative resources for other digital platforms and formats. Uses technology to develop new audiences, expanding access and engagement. Collaborates with peer institutions to share digital resources.

RESPONSIBILITIES

- Participates in museum-wide projects, staff training, and professional development opportunities to maintain awareness of current practices. Contributes to development and fundraising initiatives, including identifying grant opportunities, drafting proposals, and managing reporting for grants centered on innovative educational programming and community partnerships.

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	No supervisory responsibilities.

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	in no specific discipline.	and	3 years of	experience in education and/or museum outreach, education, or initiatives.	Or
Master's Degree	in no specific discipline.	and	1 year of	experience in education and/or museum outreach, education, or initiatives.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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 and demonstrable commitment to arts education, especially for PreK-12 and families connected with museums.	
Familiarity with pedagogical and engagement trends in the areas of children and family learning, technology integration, stakeholder management, and State of Alabama education standards.	
Ability to work well and collaborate effectively with and/or supervise a wide range of audiences including staff, volunteers, funders, sponsors, volunteers, the general public, 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.	
Administrative with attention to detail, while incorporating the broader goals of the organization. Able to strategize, set and meet goals, and be proactive; and who pays meticulous attention to detail in the completion of tasks. High-level computer skills and proficiency in Microsoft Office Suite.	

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			
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 and distinguish colors.

Travel Requirements:

In-State; Domestic