



**JOB INFORMATION**

Job Code	AB22
Job Description Title	PreK-12 & Fam Prog Mgr
Pay Grade	OP08
Range Minimum	\$44,590
33rd %	\$53,510
Range Midpoint	\$57,970
67th %	\$62,430
Range Maximum	\$71,350
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/10/2022

**JOB FAMILY AND FUNCTION**

Job Family:	Outreach & Extension
Job Function:	Community Engagement

**JOB SUMMARY**

Reporting to the Director of Engagement, Education, and Learning of the Jule Collins Smith Museum of Fine Art, the PreK12 and Family Programs Manager designs, leads, and implements arts education programs for school, after school, teacher, and family audiences, including but not limited to, teacher workshops, educator guides, and curriculum-based explorations. Designs, develops, implements, promotes, and evaluates hands-on, interactive programs for on-and off-site and on-line. Responsible for executing the museum's vision of a highly creative, outward-facing, and visitor-centered institution in service to the university, the region, and the nation that welcomes everyone to explore, experience, and engage with the visual arts.

**RESPONSIBILITIES**

- Conceptualizes, develops, designs, implements, and presents PreK-12 education, engagement, and learning experiences for students and family audiences and other stakeholders. Responsible for coordinating all tours and explorations, overseeing engagement calendars, training, mentoring, and scheduling student interns and docents, and leading workshops, institutes, and other customized engagements as necessary. Ensures offerings are impactful, object-based, multi-sensory, and hands-on, utilizing best practices in the fields of museum education, art-based pedagogies, and visitor studies, all to appeal to different learning styles. Incorporates multi-generational learning and participatory experiences that foster critical and creative thinking skills, experimentation, and global competence.
- Emphasizes cross-disciplinary and co-created learning projects for PreK-12 families to cultivate notions of inclusion, life skills, emotional intelligence, and well-being. Expands the understanding of art's impact on the public sphere, fosters critical thinking and assessment, communication, collaboration, creativity, and interdisciplinary thinking. Incorporates new models of cultural participation, artistic practice, potential impact, and the history of museum education that also utilize technology, tools, and an experimental social environment.
- Provides support to the Director of Education, Engagement, and Learning regarding unit programmatic impact goals to ensure mission and strategic alignment, creative engagement, and learning across all demographics. Participates in the Education, Engagement, and Learning Unit as an active and collaborative staff member. Participates in museum training and other professional development opportunities to maintain an awareness of current practices. Prepares the on-site activities and programs, such as workshops, summer institutes and camps, guided gallery, and grounds explorations, before visits, and after visits, ensures spaces are organized and clean. Communicates with teachers before, during, and after visits, either on-site, off, or virtually. Assists in maintaining the activity and supplies spaces. Contributes to development and fundraising initiatives including identifying grant opportunities, drafting proposals, and other funding requests, managing and reporting for grants centered on innovative educational programming and community partnerships.
- Expands and enriches the relationship between the museum and surrounding communities through broad partnerships with school and student groups. Brings their voices and needs into museum engagement and

## RESPONSIBILITIES

<p>learning opportunities for the betterment of civic life in the region, to explore important philosophical, cultural, and ethical ideas in how the museum can be a space of public practice and exploration. Ensures frequent in-person visits with partners to define the optimal implementation.</p>
<ul style="list-style-type: none"> <li>Conceptualizes interactive online educational content and interpretive tools for the museum website for PreK-12 families in collaboration with web and digital media staff and others, as well as other digital platforms and formats to include crowdsourcing, augmented reality, and virtual art experiences, evidencing a commitment to new forms of socially-engaged art practice. Coordinates recording selected programs for distribution via the website and social media.</li> </ul>
<ul style="list-style-type: none"> <li>Evaluates programs for effectiveness, relevance, and resource prioritization and maintains alignment with current state standards. Gathers and analyzes qualitative and quantitative statistics and other engagement metrics for use in reports, 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.</li> </ul>
<ul style="list-style-type: none"> <li>Performs other related duties as assigned.</li> </ul>

## SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May supervise employees but supervision is not the main focus of the job.
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## 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 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
Master's Degree	Degree in Arts Education, Public Humanities, Cultural Studies, Museum Studies, Visual Studies, or closely related field.	And	4 years of	Experience in program management to include writing lesson plans, designing mission-driven programs that drive and achieve core strategies, planning workshops for teacher and professional development, and conceptualizing and implementing camps, after-school programs, and institutes. Experience must also include designing and conducting assessments and evaluations, including statistics and gathering and analyzing quantitative and qualitative data.

## 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.

Strong problem solving, conflict resolution, and interpersonal skills; 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.

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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.	
Strong skills in planning, organizational, financial, and 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
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## 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		

<b>Vision Requirements:</b>
Ability to see information in print and/or electronically and distinguish colors.

