
Auburn University Job Description

Job Title: **PreK-12 & Fam Prog Mgr**

Job Family: No Family

Job Code: **AB22**

Grade OP09 \$40,100 - \$64,200

FLSA status: Exempt

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.

Essential Functions

1. 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.
 2. 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.
 3. 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.
 4. 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 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.
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5. 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.
6. 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.
7. Performs other related duties as assigned.

Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Master's Degree	Degree in Arts Education, Public Humanities, Cultural Studies, Museum Studies, Visual Studies, or closely related field.
Experience (yrs.)	4	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.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

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. 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.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards

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where likely result would be cuts, bruises, etc.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires climbing or balancing, stooping/kneeling/crouching/crawling, .

Vision requirements: Ability to see information in print and/or electronically, ability to distinguish colors.

Date: 11/10/2022
