



Job title: Education and Community Program Manager

Reports to: Assistant Director

Relationships: Works in close coordination with the Curator of Collections and Exhibitions and Studio Manager

Purpose: To build a bridge of accessibility between surrounding communities and BMMOG. Establishes the museum as a welcoming and neighborhood place for all members of the community. Enhancing quality of life through program partnerships with diverse and engaged audiences. Engage traditionally underserved segments of the community especially those with cognitive, physical, social or emotional needs and those at-risk.

Job description:

- Design and implement current community educational programs and initiatives that strengthen the BMMOG's engagement and impact in the community, including but not limited to: lesson and curriculum planning (alignment with Visual Thinking Strategies, STEAM, and Visual Arts standards) plus hands-on prep and instruction in conjunction with BMMOG's collection and exhibitions.
- Create, monitor and update with various stakeholders the museum's visitor experience plan and adherence to the Diversity, Equity and Inclusion statement and ongoing work. Monitor goals and benchmarks, communicate feedback to various stakeholders. Create surveys and best practices for visitor engagement to ensure the successful future of the museum.
- Works as part of the lead staff to ensure re-accreditation for the museum.
- Strategically identify and cultivate a variety of educational community partners, inclusive of diverse communities and across professional fields. Secure engagement with local/regional K-12 and college schools for field trips, outreach and develop programming to meet their needs.
- Be primary lead/contact for the BMMOG's major public outreach events such as Art After Dark and Art Festival and also work to develop earned income programs for community outreach.
- Work cross-departmentally with BMMOG Development and Engagement to provide content towards current and potential funding opportunities such as grants and sponsorships. This will include, but not be limited to, program content, budgets, timelines, assessment and evaluation, and program documentation.
- Serve as a lead educator for museum's tours, events and outreach programs.
- Represent the museum within the community with a goal to inform and inspire increased active participation in Museum programs.
- Recruits, trains, supervises and evaluates: 1 intern each spring and fall, plus 2 or more docents for programming assistance. Provides direction and support ensuring their activities are aligned with museum priorities.

**Job Type:** This is a full time 40 hours per week, non-exempt position. Occasional evening and weekends required.

**Skills and Experience:** A passion and knowledge for/of community and the arts, with 3+ years of experience in program development and implementation. Intermediate to Expert proficiency in computer skills, including Microsoft Office and Outlook, plus social media skills. Excellent written, verbal skills, with strong interpersonal, self-awareness and empathy skills.

**Education/Qualifications:** Bachelor's Degree in Art Therapy, Arts Education, Studio Art, Arts Administration/Management or other related fields. Masters Degree in Art, Glass or Museum Studies/Art History preferred.

**Knowledge and Abilities:**

- The position needs enthusiasm and a commitment to the mission and vision of the museum as well as being a positive person, interacting courteously and respectfully with both internal and external individuals.
- Critical thinker and self-starter who is willing to work proactively to identify key priorities and work across teams to implement the necessary solutions.
- Ability to bring forward-looking approach to solving current challenges and initiatives.
- Strong logistical experience, with commitment to details.
- Presents a professional, businesslike image to all co-workers, visitors, customers and the public.
- An ability to foster trust and keep all information confidential.
- Must be self-aware, self-regulated, motivated, empathetic