Bergstrom • Mahler
MUSEUM OF GLASS

We provide extraordinary glass experiences to spark fun, kindle creativity, and illuminate learning for all.

Job title: Education and Community Program Manager

Reports to: Assistant Director

Relationships: Works in close coordination and collaboration with the Glass Studio Manager, Curator of Collections and Exhibitions, and Visitor Services Coordinator

Purpose: To build a bridge of accessibility between surrounding communities and Bergstrom-Mahler Museum of Glass. Establish 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.

Salaried Exempt Full Time at $42,000 – 46,000/yr., occasional weekends and evenings for programs and events required.

Job description:

- Design and implement current community educational programs and initiatives that strengthen the Museum's engagement and impact in the community, including but not limited to lesson and curriculum planning in alignment with Visual Thinking Strategies, Science, Technology, Engineering, the Arts and Mathematics (STEAM), and Visual Arts standards plus hands-on prep and instruction in conjunction with the Museum's collection and exhibitions.
- Create and monitor the museum's visitor engagement plan and adherence to our Mission and Vision. 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.
- 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 Museum's major public outreach events such as Art After Dark and GLASS Art Festival and work to develop earned income programs for community outreach.
- Facilitate the free activities of the monthly Art Activity Days in collaboration with the Glass Studio Manager.
- Manage department grant funded initiatives including the Golden Ticket Program among others.
- Works with the Glass Studio Manager to co-manage *Teen Voices in Glass* exhibition and *Glass Experience Days*, annual program and exhibition featuring regional high school artists.
- 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 primary contact and lead educator for museum tours, events, and outreach programs. Oversees docent program in collaboration with Curator of Collections and Exhibitions. Works collaboratively with the Studio Manager to schedule/facilitate glass related tours and team building 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: interns and docents for programming assistance. Provides direction and support ensuring their activities are aligned with museum priorities.

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, Art History, Arts Administration/Management or other related fields. Master's 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 collaboratively, 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, and empathetic.

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Benefits at Bergstrom-Mahler Museum of Glass
The following benefits apply to any regularly scheduled position of 30 hours per week or more at Bergstrom-Mahler Museum of Glass. This is a general listing and not for public distribution. Please refer to the Bergstrom-Mahler Museum of Glass Employee Handbook for specific benefits information and examples

Paid Time Off (PTO) – to be used for vacation, sick, and personal time off

- 15 pro-rated days after 1 year of service, awarded on July 1, first day of the fiscal year. Days are pro-rated according to number of regularly scheduled weekly hours.
- Increase in number of days at five, ten, and twenty years of service.

Holiday Pay – 12 paid holidays to observe the following designated holidays: Your Birthday, New Year's Day, MLK Day, Easter Sunday, Memorial Day, Juneteenth, July 4th, Labor Day, Thanksgiving Day, and December 24th, 25th, and 26th.

401k Retirement Plan – After 1 year of service and 1,000 hours worked, employees age 21 or over are eligible to enter plan on next entry date of January 1 or July 1. The museum's safe harbor matching contribution will be a 100% (dollar-for-dollar) matching contribution on salary deferrals up to 3% of compensation plus a 50% matching contribution on any additional salary deferrals above 3% up to 5% of compensation.

Health Insurance – employee health insurance covered at 75% premium by museum/ 25% by employee. Extension of coverage to family 50% premium by museum/ 50% by employee. Eligible for coverage on 1st of month following 30 days of service.

Dental and Vision Insurance – premium 100% by employee, eligible for coverage on 1st of month following 30 days of service.

Life and Disability Insurance – eligible for coverage on 1st of month following 30 days of service

Museum Membership – includes discounts in shop and classes. Also includes North American Reciprocal Museum (NARM) Association membership.

Bereavement Leave – A maximum of three consecutive days of paid bereavement leave, as needed, may be granted in the event of death of an immediate family member. One day of paid bereavement leave may be granted in the event of death of other relatives for the funeral.

Associated Bank: Through a partnership with Associated Bank, museum employees can enjoy "Bank at Work" financial webinars and bank account benefits.