

Briscoe Western Art Museum – San Antonio, Texas

Position Description

Museum Educator

Reports To: Curator of Education
Fair Labor Standard Act Status: Full-time; non-exempt, hourly position
Department: Education and Programs

POSITION SUMMARY

This position serves a critical role in the coordination, scheduling, and administration of all Museum programmatic offerings, from tours to our annual Community Day events. S/he will help identify of strategic partnerships and innovative programmatic offerings to raise awareness and relevance of the Briscoe Museum within the local community.

ESSENTIAL FUNCTIONS

- Oversee learning initiatives for youth, teen, and family audiences related to the Museum's permanent collection and special exhibitions.
- Manage the museum's in-person and virtual established school tours, Briscoe Buddies, Lil' Partners, Buckaroo Bags, Spring Break, and Teaching Carts/Trunks programs and develop new offerings that align with the departmental philosophy and contribute to the advancement of institutional strategic priorities.
- Establish and maintain strong cooperative relationships with cultural organizations and community groups.
- Present age- and audience-appropriate in-person and virtual tours, classes, performances and other activities for youth and family audiences.
- Conceive of and implement promotional materials for programs.
- Develop and maintain interpretive materials and resources for youth and family audiences.
- Regularly evaluate Youth & Family Learning initiatives, and prepare monthly reports.
- Coordinate docents for school tours, gallery guide shifts, present occasional programs, lead tours, gallery talks, and assist with the delivery of other learning & engagement programs as needed.
- Collaborate with colleagues in Digital Experience and Media, Development, Marketing, Diversity, Equity, Access, and Inclusion, and Visitor and Member Services on the implementation, promotion, and communication of Youth & Family Learning offerings for current and potential audiences, donors, sponsors, and others.
- Participate in cross-functional teams, projects, and initiatives and contribute to museum-wide projects as appropriate.
- Other duties as assigned.

QUALIFICATIONS AND REQUIREMENTS

- Bachelor's degree in art history, museum studies, art education, studio art, or a related discipline; Master's degree preferred.
- Three or more years of professional museum education and/or teaching experience with youth, teen, and/or family audiences.
- Demonstrated ability in object-based teaching and knowledge of diverse learning and teaching styles.
- Proven ability to successfully handle several projects simultaneously and meet multiple deadlines.

Position Description for Museum Educator

- Capable of balancing strategic thinking and planning with ongoing program implementation and day-to-day administrative duties.
- Must be able to work collaboratively and proactively with colleagues and collaborators and have a strong rapport with youth, teen, and family audiences.
- Proficiency with virtual program delivery platforms.
- Demonstrated experience in developing, monitoring, and reporting project/program evaluations.
- Excellent communication, writing, and presentation skills.
- General knowledge of museum theory, practice, and operations.
- Strong MS Office skills (Word, Excel) and Adobe design programs. A/V editing experience (Garage Band, iMovie, Final Cut Pro, etc.) preferred.
- Well-organized, detail-oriented, and able to prioritize and work on multiple, complex projects at the same time.
- Professional demeanor and ability to work collaboratively with other departments.
- Must be able to work flexible hours, to include evenings, special events, holidays and/or weekends.

WORKING CONDITIONS:

We provide paid training. Position requires periods of standing, walking, and/or sitting. May occasionally need to lift and carry up to 20 pounds, push and pull up to 40 pounds with the assistance of a cart. Evening, weekend and holiday work may be required.

Interested parties can send a cover letter and resume using any one of these methods:

Facsimile/FAX

Subject: Museum Educator

Fax number: (210) 299-4118

or

Email

Subject: Museum Educator

info@briscoemuseum.org