Job Title
Studio Programs Coordinator

Employment Status
Regular/Full-Time

Employment Category
Exempt

Salary Range
$38,000 to $42,000

Department
Education

Statement of the Job
Responsible for developing and administering Joslyn Art Museum’s collection- and exhibition-related studio programs.

Reporting Responsibility
Reports to the Director of Education and Outreach

Joslyn Art Museum
Joslyn Art Museum collects, preserves, and interprets the visual arts of the highest quality, fostering appreciation and enjoyment of art for the benefit of a diverse audience. Joslyn offers an important permanent collection of art from antiquity to the present, substantive exhibitions, educational outreach programs, and free community events. At the core of Joslyn’s mission is a dedication to addressing the needs and interests of a general adult audience, PK-16 teachers and students, families, youth at-risk, and individuals with special needs, providing the public at all levels of learning with access to the visual arts. Joslyn Art Museum is committed to building a staff reflective of the diversity of the community we serve.

Major Duties
1. Develop year-round studio classes and camps for preschool-adult audiences
2. Oversee studio spaces including purchase and maintenance of supplies and equipment and administration of studio procedures and policies
3. Manage studio programs budget
4. Recruit and supervise teaching staff including instructors, aides, and volunteers
5. Teach occasional studio series or workshops and substitute as needed
6. Administer evaluations for studio programs
7. Write promotional copy for print and online publications
8. Gather and maintain program data for reports
9. Develop and teach tour-related art-making curriculum for school groups
10. Plan and implement studio components for special events (on and off-site)
11. Oversee exhibition space for student artwork
12. Be knowledgeable about Museum activities and services and willing to assist any visitor and ensure they have a positive experience
13. Adhere to policies of the Employee Handbook
Minimum Qualifications
1. Bachelor’s degree (preferably in art education, studio art, or related area) or appropriate combination of education and experience
2. Previous experience teaching art, developing curriculum, and/or managing an art program
3. Excellent time management, organizational, and computer skills (Microsoft Office, Excel, Altru), with a high degree of accuracy and attention to detail
4. Excellent oral and written communication skills (Spanish language proficiency a plus)
5. Excellent customer service and hospitality skills, including ability to exercise good judgment in a variety of situations and to extend generosity and welcome at all times
6. Commitment to a harmonious team environment