

LONG BEACH MUSEUM OF ART
Education Coordinator

JOB SUMMARY

Under the direction of the Education Manager, the Education Coordinator will help develop curriculum that meets the Common Core, and National Art Standards. They will schedule school visits, conduct exhibition tours, support the volunteer Docent council, and other outreach programs. The successful candidate will uphold the Long Beach Museum of Art's core values to enrich lives through learning, to bring people together to celebrate the arts. The Museum is committed to advancing cultural equity and inclusion on its campuses, in its programming, and in the wider arts community.

PRIMARY AREAS OF RESPONSIBILITY

- Develop curriculum for LBMA K-12 art education programs
- Coordinate the KidsVisions program, which serves all LBUSD fifth grade students
- Assist in the creation and development of digital media programs and materials
- Serve as the primary contact for department inquiries, and tour requests
- Collaborate on the development of education programming for permanent and rotating exhibitions
- Plan and conduct exhibition tours and workshops for both student and adult programs
- Assist with the training and coordination of the volunteer Docent council
- Actively research new technologies, and virtual learning trends
- Maintain the department calendar and database
- Maintain positive customer relations with internal and external stakeholders; support Museum events and programs
- Other incidental duties as required

QUALIFICATIONS

- Bachelor's degree in Art, Education, or related field preferred
- Work experience at a museum, in art education, or as a studio artist strongly preferred
- Teaching experience; preferably with elementary-grade students desirable

REQUIREMENT

- All employees must provide proof of full vaccination against the COVID-19 virus as a condition of employment
- A valid driver's license; access to reliable transportation

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of virtual/hybrid learning tools and resources; understanding of SMART Board interactive whiteboards
- Demonstrate tact, teamwork, and collaborate positively with Museum staff
- Ability to think creatively, and use new technologies to expand Museum outreach and program impact
- Excellent organizational, prioritization, and time management skills; ability to execute with keen attention to detail
- Possess a positive attitude, initiative, sound judgement, and the ability to work independently as well as in a team
- Skilled in business software, including Microsoft and Google Suite
- Maintain prompt and effective communication with Museum patrons and fellow staff
- Ability to engage with all levels of management and public
- Maintain safety and security, and vigilance of surroundings while on campus and during off-site visits
- Bilingual (English and Spanish) desirable

WORK ENVIRONMENT

- Office/museum/classroom setting
- Ability to stand, and set-up classrooms with program materials
- Some light-lifting required

COMPENSATION

- Full-time; \$18.00—\$20.00 hourly rate, DOE

APPLY

Please submit a resume and cover letter to Allan Lee, Director of Human Resources at allanl@lbma.org. No phone calls please.