

Manager of Education

Full-time

40 hours per week, including occasional weekend and evening hours for programs.

Flexible schedule, including hybrid work possibilities

Summary:

The Elmhurst Art Museum seeks a seasoned educator and museum professional to lead its educational initiatives, especially around the goal of fostering a learning space where art is for everyone. As the Manager of Education, you will implement programs to accomplish the museum's 3-year strategic plan ('24-26 by sparking creativity of people of all ages, abilities, and backgrounds by:

- Participating in goal setting with the museum's programming and DEAI committees, then facilitating strategic actions in tandem with museum colleagues, and leading the education team on shared goals
- Developing and overseeing a wide range of arts educational programs
- Building partnerships to commit to, and reimagine, community outreach programs, including but not limited to sponsored field trips, workshops with local youth groups, Art in Wilder Park programs, community art projects, and more.
- Developing and maintaining education metrics and evaluation methods based on state standards and other reporting needs

Details:

With a newly refocused mission of "sparking creativity and cultural enrichment through the visual arts, education and architecture by providing thought-provoking, diverse exhibitions and programming", the Elmhurst Art Museum has outlined specific goals in its Strategic Plan that will be guideposts for the new Manager of Education. As an integral leader of the organization, you would not only help execute goals and tactics of this plan in the coming year, but adapt and develop any changes necessary in the coming years to realize this plan established by the staff and board with community feedback.

As a critical member of the full-time staff, you will design and implement programs that uphold and fulfill organizational values such as "art is for everyone." You will cultivate and nourish strong relationships with colleagues and community partners, both internally and externally, leverage the museum's 27-year history, and reimagine existing programs and activities to be more inclusive. The ideal candidate is a resourceful, empathetic, thoughtful, and dynamic leader who can build capacity to grow, innovate, and impact the greater western suburbs in meaningful and imaginative ways.



In the first 90 days of the job, you will:

1. Work with Studio Coordinator to execute any remaining Spring programs such as:
 - a. Finalize workshops with local community groups and artist in residence Tony Smith.
 - b. Studio art classes led by the museum's teaching artists.
 - c. Community programs such as the District 205 Art Show, Art in Wilder Park family activities, etc.
 - d. Engage schools, program partners, and the greater community with tours and public programs around current exhibition A Love Supreme. This is an especially important opportunity to gain insight into this flagship program that promotes greater access to the arts in order to consider how it might expand in the future.
2. Plan for Summer Break Art Camp, which requires curriculum coordination with multiple lead instructors and assistants to serve approximately 40 students per week for 11 weeks.
3. Identify potential areas of growth, especially in conjunction with the museum's main exhibitions & marketing efforts such as family days, studio art classes, community collaborations, docent-led tours, and other program areas identified in Year One of the Strategic Plan.

As a unique arts complex, the Elmhurst Art Museum is deeply committed to three distinct areas of focus to inspire and enrich our community: art, education, and architecture. "Sparkling creativity" in others is an essential part of the museum's mission and is primarily accomplished through our educational programming. The Education Center is a central learning hub that explores art interpretation and hands-on creations. Our education staff strives to spark creativity and conversation in the pursuit of a supportive, inclusive, and thriving community.

Principal Responsibilities:

Internal Coordination: 30% of time

- In partnership with the Executive Director, design comprehensive strategic goals and objective for education programs and initiatives to support the expansion of new audiences that integrate principles of DEAI (diversity, equity, accessibility, and inclusion).
- Recruit, supervise, train, and evaluate education staff members (including current Studio Manager), interns, and freelance educators
- Coordinate with internal staff, teaching artists, the Elmhurst Artists' Guild, and external partners to plan a full season of education programming in advance of print and other deadlines
- Participate in museum's Programming Committee, DEAI Committee, and establish corresponding arts educational goals



Program Development: 25% of time

- Direct and creatively develop experiences that spark individual creativity through studio art classes, public programs, docent training, group tours, single night workshops, an annual grade school exhibit, and other education-based programming
- Oversee supporting staff member who: helps shape courses, workshops, birthday parties, and other programs offered, coordinates with teaching artists, manages education studio use and schedule, coordinates registrations, maintains supply needs, and provides other administrative support
- Work with museum education staff, teaching artists, and others to develop and oversee the evaluation methods of programs based on state standards to be used for funding reporting requirements and other funder or donor materials
- With Manager of Exhibitions to develop and oversee public programs related to exhibitions, ranging from artist talks to family days.

Community Outreach: 25% of time

- Grow flagship sponsored Art is for Everyone group tour program to continue functioning as the museum's primary outreach program, which promotes greater equity and access to the arts
- With Manager of Community Outreach build and maintain relationships with local artists, educators, and community partners through multiple communication channels
- Work with local schools and other community organizations to discuss, match, and develop curriculum for mutual needs in advance of developing museum curriculum and activities. For instance, short-term projects connect visiting groups with seasonal exhibits.
- Manage education team member who schedules field trips, other group visits, or offsite programming
- Act as a museum representative at local community events

Planning and Coordination: 10% of time

- Work with internal staff to publish education program listings before any print deadlines
- Develop and distribute select print materials about education programs
- Establish a quarterly newsletter to local educators about program offerings, especially around Art is for Everyone, special exhibits, and other collaborations
- Create impact reports about education programs for marketing, fundraising, and other organizational efforts
- Maintain active and open lines of communication with students, teaching artists, local educators, and external partners

Record Keeping: 10% of time

- Develop and administer budget and financial commitments for all education programs
- Collect photos, success stories, student/teacher surveys, evaluation data, project documentation, and other participation data for impact reports



ELMHURST ART MUSEUM

ART, EDUCATION & ARCHITECTURE

- Work with teaching artists and education staff to evaluate success through participation levels and arts education standards for all programs and activities

Compensation:

Salary range of \$55,000 - \$60,000 annually

Benefits package includes monthly contribution towards health care, paid time off, holiday pay, pre-tax retirement program options, professional development opportunities, and museum discounts

Flexible schedule, including hybrid work possibilities

Qualifications:

- Exceptional written and oral communication, intrapersonal, teaching, collaborative, and organizational skills
- Minimum of five years of experience in museum education, classroom teaching, or related field
- Minimum of three years of supervisory experience
- Bachelor's degree in art education, fine art, art history, museum studies, or equivalent. Master's degree preferred.
- Experience writing and preparing arts integrated and interdisciplinary curriculum
- Experience developing and evaluating museum programs, knowledge of best practices for teaching and museum education
- Administrative experience including Microsoft Office, Google Suite, and Adobe Creative Suite
- Skill and willingness to take initiatives to proactively anticipate organizational needs including the ability to meet external and internal deadlines
- Ability to provide creative solutions and utilize diplomatic skills with minimal supervision
- Ability to work a flexible schedule that may include occasional evening and weekend assignments

How to Apply

To apply send cover letter and resume to employment@elmhurstartmuseum.org

- We recognize that it is highly unlikely that someone meets 100% of the qualifications for any role. If most of this job description describes you, then please apply.

The Elmhurst Art Museum is an equal opportunity employer. The Elmhurst Art Museum is an arts complex with three distinct areas of focus. A balance of art, education, and architecture programming is central to our efforts of inspiring and enriching our community. We strive to hold public art events, as well as educational hands-on activities, related to rotating contemporary art exhibitions and the celebration of the McCormick house, a rare single-family home designed by Mies van der Rohe. The Elmhurst Art Museum is located in Elmhurst (IL), 25 minutes from downtown Chicago by public transportation (Metra).



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