



JOB ANNOUNCEMENT

School Outreach Coordinator (Part-Time Position)

The Crocker Art Museum, located in Sacramento, California, is looking for a smart, creative, and outcome-oriented individual to join its team of educators as the Crocker's School Outreach Coordinator. The Education Department believes that through its efforts, *"visitors will discover that art is for everyone, and that the Crocker is a place for learning, enjoyment, and endless possibilities."*

A wonderful time to join this team-oriented environment, the Crocker Art Museum is nearing the end of a capital expansion project that will result in a 165,000 sq. ft. state-of-the-art museum structure, three times the size of the previous facility. The new Crocker, scheduled to open to the public in 10.10.10, will include a new 6,500 sq. ft. education center, expanded permanent and special exhibition galleries, and new collection areas. Essential to the Crocker's success is making art accessible for all. Offering a wide variety of special events and educational programs, the Museum connects visitors and other community members with art in meaningful, and often unanticipated, ways.

If you are looking for a fulfilling work environment, with supportive colleagues and opportunities to try new things and be challenged—look no further!

PRIMARY OBJECTIVE:

Supervised by the Manager, School Programs & Teacher Services, the School Outreach Coordinator is a part-time position (up to 32 hours) within the Crocker's Education Department. In accord with the Museum's Strategic Plan and the Crocker's Framework for Museum Education, the School Outreach Coordinator is responsible for the development, planning, supervision, scheduling, and evaluation of the Crocker's outreach programs. This currently includes school based programs-- like Artist-to-Go, Crocker-to-Go, and the Art Ark. The School Outreach Coordinator also oversees student exhibitions, the Crocker's Youth Art Domain (www.crockerartmuseum.org/yard) and the cultivation of museum-school partnerships and residencies.

RESPONSIBILITIES- Responsibilities will include, but are not limited to, the following:

- Works with Manager, School Programs & Teacher Services to create a strategic plan for outreach to the thirteen school districts within the five-county area surrounding the Crocker. This includes the design, implementation and marketing of programs.
- Serves as primary administrator of the Art Ark, coordinating its annual schedule of activities, transport, promotion, and all related contracts. Hires, supervises and trains Art Ark staff. Responsible for oversight of the Art Ark's thematic installation, which changes every two to three years. This includes the development of the theme, designing exhibits that support the theme/interactives and coordinating the many facets of the installation.
- Under the supervision of the Manager, School Programs & Teacher Services, the School Outreach Coordinator is responsible for writing the Art Ark Teachers' Guide (which is developed with each new installation) and lesson plans for Artist-to-Go and in-school residencies.

- Maintains an awareness of high-quality school and community art programs. Selects, schedules, coordinates and installs 3 -5 student exhibitions per year, including the virtual exhibitions on the YARD, the Crocker's Youth Art Domain. Works with art teachers and administrators to develop exhibition themes, objectives, scope, related programming, and appropriate venue. Creates interpretative copy in the form of labels and signage for these exhibitions, and gallery guides when appropriate.
- The School Outreach Coordinator works with the Collection Database Imaging Specialist (or IT Manager) to oversee all aspects of the YARD's operations, including the site planning, visual inspections and edits of pages, uploading student art work, blogs and tweets. Ensures the YARD is updated on a regular basis with accurate information with regards to the calendar, home page blurbs, featured events, sponsorship, Teen Action Team Committee meetings, etc.
- Keeps accurate records of all aspects of programming. This includes all attendance statistics, paperwork related to all expenses and revenues generated by school outreach programs, formal evaluations and photographic documentation of programs.
- Implements key aspects of both the Artist-to-Go and Art Ark programs by serving as the lead educator for both programs (a minimum of one day per week teaching on the Art Ark or conducting Artist-to-Go workshops). Conducts in-service orientations for teachers related to the Art Ark and Artist-to-Go and meets with school administration to provide information on the logistical needs for the programs. Covers absences of Community Art Educators and provides on-call assistance, when needed.
- Checks inventory and orders supplies for schools outreach programs on an ongoing basis. Monitors security and safety of mobile museum, including the alarm system and wheelchair lift. Coordinates the maintenance, repairs, transport and upgrades of the Art Ark. Conducts site inspections of school grounds and coordinates the logistics related to the transport of the Ark from one site to the next.
- Attends school, PTA, and district meetings as assigned. Performs related duties and special projects as assigned.

Please note that these are general areas of responsibilities and duties. A schedule of goals, which are more specific in nature, are developed during the annual Performance Appraisal process.

SPECIALIZED KNOWLEDGE, SKILLS AND QUALIFICATIONS

- Multi-Tasking — flexible and able to perform multiple tasks simultaneously, particularly as they relate to coordinating programming at various stages of development and implementation.
- Teaching experience — experience conducting training, courses, workshops and teaching a range of ages in both museum, academic, and community-based settings.
- Basic Knowledge — thorough knowledge of scholars and artists within the community; program development, budget and implementation; a working understanding of art history, museum educational theory and practice and object-based learning/teaching.
- Interpersonal Skills — ability to lead and work on project(s) teams and within the community.
- Administrative — must be able to keep accurate records and statistics, and have math and budgetary skills.
- Professional — attention to details; ability to work under deadline; ability to follow through on long and short-term projects.
- Computer skills — ability to use Microsoft Office Word, Microsoft Office Excel, Microsoft Office Publisher, Microsoft Office Power Point. Familiarity with FileMaker Pro, Raiser's Edge and web design are a plus.
- Physical requirements—include the standing for an extended periods and lifting up to 15 pounds.
- Writing skills — ability to write in clear and concise prose; ability to edit.
- Public Speaking — ability to communicate clearly in one-on-one or group situations, and represent the Museum publicly.

PRIMARY MANAGERIAL RESPONSIBILITIES

- Oversees all aspects of schools outreach programs and school partnerships.
- Hires, trains and supervises Community Art Educators and directly supervises assigned interns and a regular crew of volunteers.
- Works closely with the Marketing Department to promote school outreach programs.
- Maintains accurate and up to date program files and administrative records.
- Purchases, orders, and maintains any needed supplies for programming.
- Prepares program reports for all major program areas. This includes audience data, statistics, and evaluation.
- Develops and manages programmatic budgets and keeps accurate records of same. Monitors and tracks budget revenues and expenditures staying within annual figures approved by the board.

REQUIREMENTS

EXPERIENCE — Minimum of two years experience in education, art instruction, museum education, or related programming fields. Experience developing and implementing education programs with schools.

EDUCATION – Bachelor’s Degree in Art History, Museum Education, Art Education, Education or related field. Teaching Certification preferred.

SCHEDULE –This is part-time position, but given the nature of the position, evening and weekend hours are regularly assigned. Must be flexible to work a varying schedule.

TRANSPORATION – Given the outreach/community focus on this position, it is essential that the School Outreach Coordinator be able to travel in an expedient fashion to various school and community sites to implement job duties.

APPLICATION PROCESS

To apply for this position, send a cover letter and **résumé** to:

Melissa Sais
 Manager of School Programs/Teacher Services
 Crocker Art Museum
 216 O Street
 Sacramento, CA 95814

or msais@cityofsacramento.org

To be considered, application must be received (not postmarked) no later Sunday, March 28, 2010. Receipt of all applications will be acknowledged no later than March 31, 2010--please no phone calls.