

Education and Programs Coordinator

The Education and Programs Coordinator is responsible for partnering closely with the Director of Education and Programs in setting, managing, and meeting the goals of the education department and the mission of the Madison Museum of Contemporary Art (MMoCA). Under the leadership of the Director, this position is responsible for carrying out all aspects of the educational programs at MMoCA and include, but are not limited to, public events such as tours, lectures, exhibition openings, off- and on-site workshops and classes, video and film programs, family guides, docent and teacher orientation materials, and facilitation of performance art, literary, and music events organized in support of exhibitions.

Essential Duties and Responsibilities

- Education
 - Manage the scheduling and coordination of school tours and workshops by communicating with teachers and administrative staff in a timely manner to collaborate on creating a tour experience that can meet the school's needs and encourage repeat visits.
 - Conduct research related to school visits and current museum topics to help ensure that MMoCA is following best practices.
 - Develop Learning Centers for K-12 visitors
 - Work closely with teachers to make creative connections between exhibitions and their curriculum.
 - Coordinate and present exhibition orientation for Docents in conjunction with the Director of Education and Programs.
 - Manage and maintain database of contacts for teachers and school-based organizations.
 - Create and compile exhibition materials (i.e. didactic texts, checklists, links to articles, catalogue essays) in advance of the opening of a new exhibition to share with Docents, art educators, and the general public.
 - Organize curatorial walkthroughs of current exhibitions; ensuring that the walkthroughs are documented and made available to Docents and public operations team
 - Schedule Docents for tours and public programming as needed.
 - Assist Director of Education and Programs in generating the museum's Docent newsletter.
 - Lead tours as needed.
- Teen Forum
 - Plan and lead the agenda for weekly Teen Forum meetings.
 - Lead and guide Teen Forum members as they plan small-scale exhibitions and events, serving as the liaison with partners, designers, and the Teen Forum.
 - Maintain accurate records and review time sheets of Teen Forum members.
 - Act as a liaison between Teen Forum members and other Museum employees.
 - Organize, manage, and collaborate with Teen Forum members and the Director of Education and Programs to select new candidates to participate in Teen Forum each year.
- Programs
 - Gather program survey results and summarize feedback for Development Department granting purposes.
 - Partner with other departments to provide assistance in documenting public programs through photography, audio-recording, and technical support.
 - Support Communications team by coordinating virtual program content for distribution by the Digital Content Coordinator and Director of Communications.
 - Represent MMoCA by attending exhibition previews, all Teen Forum meetings, events, and programs, and other Museum programs as required.
 - Organize in-person and virtual programs, including talks, lectures, and cinema, in consultation with the Director of Education and Programs.

- Act as a strong advocate for the tour and education programs in the museum and community.
- Contribute to MMoCA's initiatives to expand and advance diversity, equity, accessibility, and inclusion.
- Help staff Art Fair on the Square as needed, alongside other MMoCA colleagues, for the Art Fair weekend in July.

Qualifications (Education, Experience, Skills, Certifications, Licenses)

- BA or BFA in the appropriate field and a strong interest in contemporary art and its place in community life.
- 2+ years in education or arts-related positions, including event programming and the coordination of part-time employees.
- Proven ability to motivate groups and to facilitate group projects.
- Excellent written and verbal communication, including the ability to present information in a variety of formats to a variety of audiences: including children, first-time Museum visitors, adolescents, college students, educators, and arts professionals.
- Ability to extrapolate essential information from verbal and written formats, especially concerning the texts and vocabulary of contemporary art.
- Formal or informal teaching experience, including the training and evaluation of subordinates.
- Understanding and knowledge of current museum-teaching pedagogy.
- Flexibility, creativity, and calm in the face of challenging situations.
- Comfortable with public speaking, teaching, and leading large groups of people of all ages.
- Detail-oriented and ability to plan complex hands-on projects from start to finish, preparing materials and directions for audiences of all ages and abilities.
- Sensitivity and willingness to have challenging conversations related to exhibitions.
- Work efficiently with others across departments.
- Ability to multi-task and plan many activities and programs simultaneously.
- Strong computer skills including experience with current programs such as Microsoft Word, Excel, Power Point, Adobe, and Photoshop.
- Aptitude to be appreciative of multiple diverse perspectives, and a commitment to MMoCA's initiatives regarding diversity, equity, accessibility, and inclusion

Work Environment and Job Specifications

The work environment and job specifications listed below are representative of those that must be met by an employee, with or without accommodations, to successfully perform the essential functions of this job.

- Primarily perform work in an office environment
- Frequently move around the office and access or use computers, office equipment, telephone, and any other pertinent supplies, space or equipment used to perform the duties of the position.
- Work with frequent interruption.
- Sit for long periods of time
- Lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds
- Travel occasionally for events, meetings, etc.

Salary | \$36,000

How to Apply

Submit resume to hr@mmoca.org

Application deadline is December 22, 2021