

Job Title: School Program Manager**Reports to:** Director of Interpretation and Visitor Experience**Position Status:** Full-Time, exempt**EXPLORE. DISCOVER. FEEL. WONDER.**

The Contemporary Arts Center brings art and the creative process to all people through exhibitions, performances, and experiences that open minds. Founded in 1939 by three women with their eyes on the future, our shared vision is to champion open minds and foster an inclusive culture by using contemporary art and mutual learning as vehicles for connecting people, cultivating creativity, and catalyzing curiosity.

SCOPE OF POSITION:

This position reports directly to the Director of Interpretation and Visitor Experience. The primary role of this position is to manage all aspects of museum tours, the implementation and scheduling of the School Outreach Program, and other school outreach and engagement. Other responsibilities include the development of lesson plans and educator guides, developing and managing Educator Workshops and Sensory Friendly Mornings, and assistance with gallery kits and games.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Manage all aspects of tour scheduling—including, but not limited to, scheduling, creating updated tour schedules, working with docents to fill positions, evaluating tours and informatics.
- Manage and implement the School Outreach Program, including working with local teachers and artists/studios, scheduling all transportation, employing evaluation, collecting needed data for grants.
- Creation of exhibition resources for teachers and tours.
- Develop project ideas for tours.
- Assisting with educational and institutional programs including but not limited to, yearly docent events, large creative learning projects and programs, the annual gala, etc.
- Provide tours as needed and assist in art projects for tours.
- Work collaboratively with education staff to maintain the Creativity Center.
- Undertakes other assignments as requested by the Director of Interpretive Learning.

JOB REQUIREMENTS:

Knowledge and experience in education, a far-reaching curiosity about contemporary art and its role in culture today, and a desire to inspire life-long appreciation for the arts in a broad and inclusive audience.

Is a well-organized and detail-oriented self-starter and possesses excellent verbal and written communication skills as well as a talent for conveying ideas to others.

The applicant should have strong customer service skills and a background in office administration.

The applicant should have a minimum of a BA or BFA in art education, art history, museum education or a related field and demonstrated success in developing and implementing community-oriented museum educational initiatives.

Has at least two years of experience in an educational position, or customer service position.

INTERPERSONAL RELATIONS: Works closely with the Education, Visitor Experience, Marketing and Curatorial departments. Attends all CAC staff meetings. Values teamwork and cooperation.

ALL OF THESE DUTIES ARE TO BE DONE WITH OVERALL CAC BUSINESS IN MIND. THE PERSON IN THIS POSITION WILL BE CONSCIOUS OF OTHER CAC PROGRAMS, EXHIBITION NEEDS AND CAC POLICY AND PROCEDURES.

MINIMUM REQUIREMENTS:

BFA or BA in art education, art history, museum education or a related field
Have demonstrated success in visitor engagement and service
Previous experience with administrative experience
Previous experience in educational career
Strong organizational skills and knowledge of efficacy processes
Knowledge of Microsoft Office

APPLICATION PROCESS:

Please send cover letter and resume by September 27, 2022 to Aly Laughlin:

alaughlin@cincycac.org

The Contemporary Arts Center is an Equal Opportunity Employer where all applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, Veteran, or disability status.

ABOUT THE CONTEMPORARY ARTS CENTER:

Mission Statement:

The Contemporary Arts Center brings art and the creative process to all people through exhibitions, performances, and experiences that open minds.

Vision Statement:

The CAC will champion open minds and foster an inclusive culture by using contemporary art and mutual learning as vehicles for connecting people, cultivating creativity, and catalyzing curiosity.

Value Statements:

- Art has the power to create change by engaging with the issues of our time.
- We must be a civic and community hub for open conversation and artistic expression.
- Embracing diverse perspectives benefits everyone.
- As a non-collecting institution, we must evolve and take risks.
- Supporting artists, and making them accessible to our communities, drives empathy, creativity, and critical thinking.

Learn more at www.cincycac.org.