



THE KREEGER MUSEUM

Position Opening: Head of Education

General description: The Head of Education is responsible for developing new initiatives for community collaborations, managing docent and school programs and interpretation materials. Principle responsibilities include the development and implementation of educational programs, events, and activities that involve community members in the visual arts; coordinating, supervising and evaluating interpretation materials. Excellent computer and communication skills required; familiarity with DCCA grants. Firm command and understanding of current museum education best practices.

Responsibilities include:

- Liaise with community partners and schools to strengthen and support existing relationships.
- Assist with establishing new relationships and initiatives with community partners across the city.
- Coordinate and manage all aspects of school tours and revise training materials as needed.
- Lead and coordinate grant applications for education programs.
- Coordinate bi-monthly docent continuing education program.
- Serve as liaison to Museum's docent council and participate in docent council meetings.
- Submit Museum updates to docent-produced monthly newsletter.
- Coordinate the production of education program materials, including training manuals and curriculum materials, working closely with teaching artists.
- Serve as co- coordinator for annual Open House.
- Assist with evening and weekend programs.
- Work one Saturday per month as part of staff rotation.
- Perform other duties as assigned.

Minimum Qualifications

- BA or BFA in art education, art history, museum studies, studio art, or related humanities field, and/or equivalent relevant experience.
- 3 years of experience in the field with demonstrated program development and public engagement as an art educator in a museum or community art program.
- Creative thinker with leadership qualities and a passion for public engagement, knowledge and understanding of innovative practices in arts education and community engagement.
- Strong interpersonal, oral, and written communication skills and the ability to establish and adhere to project goals and deadlines.
- Strong computer skills, including excellent knowledge of Microsoft Excel
- Contributes to a positive and collaborative culture that welcomes our community through our interpretative materials and public programs.

Employment at The Kreeger Museum is contingent on the verification of background information submitted by the applicant.

The Kreeger Museum is an equal opportunity employer.

Email CV and cover letter to Helen Chason (hchason@kreegermuseum.org) to apply.