

# THE BRONX MUSEUM

## FULL JOB DESCRIPTION

<b>Position Title:</b>	Museum Educator
<b>Type:</b>	Full Time, includes weekends
<b>FLSA Status:</b>	Exempt
<b>Union Status:</b>	Non-Union
<b>Compensation:</b>	\$48,000-\$53,000 Per Annum
<b>Benefits:</b>	Paid vacation, sick, holiday, and personal leave. Eligible after 3-months of work for vision, dental, and medical insurance, as well as a 401(k) savings plan. Eligible for a pension plan after 1-year of service.
<b>Reports to:</b>	Associate Director of Education and Public Engagement

### **Mission of The Bronx Museum of the Arts**

The Bronx Museum of the Arts is a contemporary art museum that connects diverse audiences of the Bronx to the urban experience through its Permanent Collection, Exhibitions, and Education programs. Reflecting the borough's dynamic communities, the Museum is the crossroad where artists, local residents, national and international visitors meet.

Since its inception in 1971, The Bronx Museum has prioritized serving the culturally diverse communities in which it was founded. Always free and open to the public—so there are no barriers to access—the Museum's contemporary art programming expresses the borough's tremendous cultural and community wealth, striving to be an open, inclusive, and equitable place where all feel welcome.

The Bronx Museum is committed to diversity, equity, and inclusion as core values. As an institution, we:

- Appreciate and leverage our broad and distinct differences, and involve and reflect the communities we serve;

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- Align our policies, practices, and resources that eliminate barriers so that people of all races, cultures, socioeconomic status, and perspectives have genuine opportunities to contribute and thrive; and
- Create an environment in which everyone feels valued and respected. Position Description

## **Position Description**

Reporting directly to the Associate Director of Education and Public Engagement but also receiving assignments from and communicating with other Education staff, the primary responsibility of the Museum Educator is to teach comprehensive arts education programs, including school partnerships, teen programs, family programs, adult programs, artist programs, and group visits. This position will spend roughly 50% of their time teaching and 50% other related tasks. Schedule may include weekends, evenings, and holidays as assigned.

## **Responsibilities**

- Teaches School, After-School, Family, Group Visit, and Adult programs
  - Develops curricula and/or activity proposals and materials needs in collaboration with Education Department staff
  - Researches and helps develop engaging interpretive materials for exhibitions
  - Collects and organizes program materials including participant artwork, attendance sheets, and assessment forms
  - Upholds the values and mission of The Bronx Museum
- Attends mandatory exhibition walkthroughs and professional development workshops
- Participates in qualitative and quantitative program assessment in collaboration with department staff
- Supports the documentation of programs
- Maintains the organization and inventory of the Education classroom
- Assists administrative staff with program outreach
- Assists program staff at evening and weekend exhibition-related programs as needed
- Contributes to the field by representing The Bronx Museum at conferences and in publications

## **Desired Skills/Qualifications**

- Excellent communication and collaboration skills
- Ability to multitask and problem solve
- Basic MS Office and Google Suite skills
- Adobe Suite skills preferred

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- Spanish language skills preferred
- Commitment to the values and mission of the Bronx Museum

## **Cultural Commitment**

- Supports the Museum's vision and goals both externally and internally
- Commits to fostering, cultivating, and preserving a culture of diversity, equity and inclusion, while incorporating respectful communication, teamwork, and employee participation

## **Education and Experience**

- BA, BFA, or equivalent experience as an educator
- 1 to 2 years of experience as a Museum Educator preferred, but not required
- Experience developing sequential curricula
- Deep knowledge of contemporary art and museums

## **To Apply**

Please email a resume and cover letter to [humanresources@bronxmuseum.org](mailto:humanresources@bronxmuseum.org) and include "**Museum Educator**" in the subject line.

Selected applications will be contacted. Due to the high volume of resumes we receive, we will not be able to respond to phone calls or emails regarding the status of applications. The Bronx Museum of the Arts is an equal opportunity employer.