



Los Angeles Community College District

Curator of Educational Programs, Vincent Price Art Museum (#5156)

We are currently accepting applications for this position.

To apply, please close this pop-up window and then click on Current Openings.

\$31.39-\$38.89 hourly / \$5,440.90-\$6,740.30 monthly / \$65,290.80-\$80,883.60 annual



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Definition

Plans, develops, implements, and evaluates a wide range of education and learning experiences designed to promote understanding of and accessibility to art and enhance engagement with the Museum and its programs among a wide range of college, art world, and community audiences.

Typical Duties

Plans, develops, and implements art education and public programming such as lectures, artist talks, symposia, performances, exhibition-related events, and art educational workshops with appropriate curriculum for diverse age groups and populations.

Publicizes, promotes, and markets Museum educational and engagement programs and events using a variety of media including radio, television, newspapers, magazines, social media networks, podcasts, email, and Web pages.

Organizes community meetings for the purpose of promoting Museum programs and developing and maintaining relationships with leaders, artists, and organizations within targeted communities.

Develops informational/interpretive/educational materials designed to enhance visitor understanding and engagement.

Identifies and invites speakers such as artists, art historians, and curators to present at the museum's public programs.

Personally leads and/or participates in gallery talks, exhibition lectures, visitor tours, classes, workshops and related events and activities.

Coordinates docent-led tours; develops and maintains tour schedules, and serves as a point of contact for large groups.

Acts as a spokesperson for the Museum's educational programs, including presenting at conferences, participating in panels, and speaking with representatives from the media.

Fosters educational initiatives and curricular partnerships that complement and support the Museum's mission.

Identifies assessment tools and collects data to measure and evaluate program effectiveness; maintains statistics on program participation.

Recruits, screens, trains, and oversees the work of students and volunteers working within the education and community engagement programs of the Museum.

Participates in researching funding opportunities, writing grants, preparing grant reports, and related efforts to underwrite education programs.

Composes a variety of written materials including exhibition copy, magazine and print copy, curricula, web postings, lecture scripts, tour scripts, reports, and correspondence.

Develops and monitors budgets for educational programs.

Performs related duties as assigned.

Distinguishing Characteristics

A **Curator of Educational Programs, Vincent Price Art Museum** plans, develops, implements, and evaluates a wide range of educational and learning experiences designed to promote understanding of and accessibility to art and enhance engagement with the Museum and its programs among a wide range of college, art world, and community audiences.

An **Art Gallery and Museum Director** has full responsibility for the planning, operation, fundraising, and direction of a college art gallery and museum.

An **Art Gallery Preparator** assists in the physical operation of an art gallery by performing tasks involved in displaying, storing, cleaning, cataloging, securing, transporting, and installing art exhibits.

Supervision

General supervision is received from the Art Gallery and Museum Director. Work direction is provided to clerical and student employees and volunteers.

Class Qualifications

Knowledge of:

Art history with expertise in one or more strengths of Vincent Price collection: Mesoamerican, African, Native American, Mexican-American/Chicano, and European artwork

Principals of museum education

Theories, strategies, and methodologies of learning as they apply to art education

Principles of event planning and coordination

Principles and techniques of publicity, promotion, and marketing including use of Internet and social media environments

Principles and techniques of community relations and outreach

Social, ethnic, and cultural characteristics of the population served by the museum

Basic principles of grant writing and fundraising

Basic principles and practices of budget preparation and maintenance

Principles of training

Organization and management of records

Capabilities of computer systems, software, and hardware related to the operation of an art museum

Skill in:

The use of Microsoft Office applications and Google Drive

Ability to:

Manage art education programming in a manner consistent with the Museum's mission and objectives

Effectively assess, target, and align educational and community programming with the needs and interests of diverse audiences

Apply learning theories and approaches to the design of innovative and engaging art curriculum for diverse populations

Establish realistic programs goals and evaluate program results

Effectively plan and execute the logistical aspects of museum educational events and activities

Develop and maintain strong and positive relationships with a wide range of constituencies in a diverse community

Prepare effective reports, correspondence, and presentations

Develop and maintain a budget

Travel to off-site events and meetings

Learn specialized computer applications

Entrance Qualifications

A bachelor's degree from a recognized college or university with a major in art education, art history, studio art, museum studies, or a related field **AND** two years of full-time paid professional-level experience in developing or implementing art programs in a museum, educational, or cultural setting. Experience with diverse audiences preferred.

Special:

A valid Class "C" California driver's license is required.

Travel throughout the District is required.

Reasonable Accommodations

Our class specification generally describes the duties, responsibilities, and requirements characteristic of the position(s) within this job class. The duties, responsibilities, and requirements of a particular position within this class may vary from the duties of other positions within the class.

In accordance with the Americans with Disabilities Act (ADA), the Los Angeles Community College District provides reasonable accommodation to qualified individuals with covered disabilities on a case-by-case basis throughout the application, examination, and hiring processes and throughout employment. If an individual is in doubt about his or her ability to perform the duties and responsibilities of a position or possession of any other requirement noted in a class specification or job announcement, he or she should always apply for a position and request reasonable accommodation at the appropriate time.

CLASS: 5156; **EST:** 9/13/2017; **REV:** 9/13/2017;