

Vincent Price Art Museum Foundation Part Time Position Description

Title: Interim Education Program Coordinator
Rate: \$30/hour @ 25 hours/week
Dates: October 1, 2020 through January 31, 2021, with the possibility of extension

Background

The Vincent Price Art Museum Foundation seeks an interim Program Coordinator for the newly developed Museum Studies Certificate Program (MSCP), a diversity pipeline program at the Vincent Price Art Museum (VPAM) and East Los Angeles College (ELAC). This program aims to cultivate a new generation of museum professionals amongst historically underrepresented people of color by providing students early exposure to museum practice, new avenues to economic mobility, and pathways to meaningful careers. The position will last approximately four months (October 2020-January 2021) or until ELAC hires a permanent, full-time employee. The interim coordinator will be encouraged to apply for the ELAC permanent position.

The Museum Studies Certificate Program Coordinator is chiefly responsible for the core administrative and programmatic operations of the MSCP and liaising between VPAM, ELAC, MSCP students, and other on-campus and off-campus stakeholders. The Interim Coordinator will oversee the MSCP's wraparound services designed to support student success and program completion, including key program components such as internships, a guest speaker and workshop series, supporting and tracking student progress, as well as conducting ongoing program outreach and recruitment.

The MSCP is a seven-course program (21-units) that provides a broad foundation of knowledge and professional work experience in the museum sector. Open to all students at East Los Angeles College, the program draws upon coursework in Art History, Library Science, Studio Art, Anthropology, and Archaeology, and includes museum internships and unique academic and professional development opportunities. The program is designed to accompany the Associate of Arts for Transfer (AAT) degree in Art History, which together can be completed in 2 years of full-time study at East Los Angeles College. The MSCP may also be pursued as a stand-alone program for students with a general interest in museums.

Students can expect to gain knowledge and experience in a range of museum professions and topics, including curatorial practice, conservation science, collections management and registration, education and public programs, communications, and nonprofit management. Additionally, the Vincent Price Art Museum serves as a critical component of the program, hosting information sessions, workshops, lectures, and academic/career counseling by experts in the field. As one of the few museums located at a California Community College, the Vincent Price Art Museum serves as a unique educational resource, classroom, incubator, and training ground for participating students.

Typical Duties

Oversees internships required for all eligible MSCP students including part-time, semester-long museum internships at partnering Los Angeles area institutions, and full-time, month-long internships at the Smithsonian Institution in Washington DC as part of the Smithsonian Undergraduate Internship Program. Oversees all aspects of coordinating the internships, including the student application process, logistic coordination with partnering organizations, supporting student success, and conducting intern and intern supervisor evaluation surveys.

Works with museum and college staff to organize a guest speaker and specialized workshop series bringing distinguished museum professionals who are seasoned leaders and experts in the field in direct contact with students, to demonstrate career goals and pathways, as well as to provide hands-on experiences in technical areas of museum practice. Serves as the primary liaison with guest speakers and workshop leaders, and promotes the series via digital platforms to serve as a MSCP recruitment tool on campus and off. Plans, implements, and reports on the series, including conducting speaker and student surveys.

Tracks and collects student data, including coursework, retention, program completion, degree acquisition, and transfer rates, as well as tracking degree holders' job acquisition via annual survey as the program grows. Tracks and reports on all student internships, including student and intern supervisor evaluation survey findings and reports, as well as student evaluation surveys for workshops to ensure maximum impact.

Conducts ongoing outreach and recruitment to local high schools, other community colleges in the Los Angeles Community College District, as well as engaging the ELAC campus community to build enrollment, awareness, and support for MSCP. Recruitment will primarily consist of sharing program information, scheduling visits and tours, pre-visit communications, information sessions provided in conjunction with VPAM tours, and follow-up communications. Tracks and reports on recruitment partnerships with targeted high schools and community colleges, and makes recommendations to grow the outreach contact list.

Additional Duties

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

Develops informational/interpretive/educational materials designed to enhance program understanding and engagement. Composes a variety of written materials relative to the program including copy, magazine and print copy, curricula, web postings, lecture scripts, tour scripts, reports, and correspondence.

Acts as a spokesperson for the MSCP including presenting at conferences, participating in panels, and speaking with representatives from the media.

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

Develops and monitors budgets for the MSCP. Performs related duties as assigned.

Qualifications

Knowledge of:

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

Skills in:

The use of Microsoft Office applications and Google Drive **and** workplace applications in Zoom, Google Meet, and Slack.

Ability to:

- Establish realistic programs goals and evaluate program results
- Effectively plan and execute the logistical aspects of museum studies 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

In accordance with the Americans with Disabilities Act (ADA), the VPAMF and LACCD provide 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 noted herein, he or she should always apply for a position and request reasonable accommodation at the appropriate time.

Submit resume and cover letter to:

jvalencia@vincentpriceartmuseum.org