Museum School and Lecture Coordinator

POSITION SUMMARY
Responsible for the direction and administration of the Museum School, including contracting teaching artists and other instructors, determining policy, overseeing registration, curriculum design and other similar duties, primarily those related to the educational programs designed to help students develop an awareness and appreciation of the disciplines encompassed within the collections of the Art, History and Science Museums. This position also coordinates the ongoing lecture series Museums à la Carte, as well as additional featured presentations for special exhibitions and initiatives.

DUTIES AND RESPONSIBILITIES

Essential functions of the position include but are not limited to the following:

Museum School

Develop and implement tuition-based educational classes and courses covering a range of subjects including, studio art, art appreciation, science, history, genealogy, and crafting for adults and children on a quarterly basis. Additionally, add featured classes in support of special exhibitions. Write course descriptions which outline objectives and concepts to be covered in each course; hire instructors, matching expertise with each course; establish standards for performance for instructors. Oversee the hiring of other class personnel, including models, demonstrators, or performers.

Identify current and potential students and work to increase class enrollment and the percentage of offerings that run. Determine present and future educational needs, and implement programs to meet those needs, as well as strategies to publicize the programs and expand reach. Seek new partnerships with community and cultural organizations. Support the Museums’ diversity, equity, and inclusion work through the hiring of instructors, class and course offerings, and outreach to potential students.

Act as a liaison between Museum School instructors and the Education Department, organizing informational meetings and soliciting teachers’ input about classes. Provide instructors with information on upcoming events and update the "Museum School Faculty Manual" as needed. Evaluate classes through student feedback and observation of classes in the Museums’ galleries, studios, and classrooms.

Design setups and equip the various studios, science classrooms and other program spaces, modifying the existing facilities to best suit program needs; develop plans to acquire necessary equipment. Coordinate and maintain complex schedule of classes held in multiple program locations. Oversee scheduling of staff to give Museum School students access to classroom space and coordinate the scheduling of support personnel, such as security. Maintain inventory and storage of class supplies, and order materials as needed.

Establish and implement scholarship program guidelines and policies governing the selection of recipients, and design and revise scholarship application forms. Maintain scholarship fund budget. Promote the availability of scholarships through publications and outreach.

Lectures and Special Events
Coordinate the weekly Museums à la Carte lecture series and several additional weekend lectures each year. Plan and implement programs by researching, contracting, and scheduling speakers. Topics may include art, art history, science & technology, local history, and new publications in fields related to the Museums’ collections. Support diversity, equity, and inclusion work through the selection of speakers and subject matter.

Provide assistance for grant-funded educational programs, acting as a liaison between community representatives, museum staff and program staff. Through lectures and related programs, support special exhibitions and community shows.

Manage inventory of program materials and consumable supplies. Maintain A/V equipment in Davis Auditorium, and perform other similar duties as assigned.

**Additional Duties**

For both the Museum School and the Lectures, utilize Altru online software to input class and lecture information, process registrations and refunds, and manage prices and participants. Keep statistics on participation, revenue, and expenses. When necessary, use Zoom video conferencing to hold online or hybrid classes and lectures.

Maintain the Museum School and Museums à la Carte/Lectures budgets and ensure cost control measures are strictly enforced. Develop pricing and budget tracking systems.

In partnership with the Marketing Department, develop marketing plans for each fiscal year and track success of methods. Assist with the design and content of press releases, flyers/brochures, e-newsletters, and other promotional vehicles. Research new markets for programs. Develop promotional concepts to increase class enrollments and lecture attendance. Meet quarterly deadlines with the submission of all necessary class and lecture information including long-form website copy and images, as well as print copy for brochures and postcards.

Support fellow museum staff with assistance on grant and sponsorship applications and reports.

Assist with questions and registrations for other programs in the Education Department, especially the Travel Program.

Keep abreast of current practices in the profession through publications, attendance at seminars, meetings, conferences and exhibits as authorized.

Perform other similar duties as responsibility or necessity dictates or as requested by supervisor.

**The position of Museum School and Lecture Coordinator requires occasional weekend and early evening hours.**

Interested candidates should submit their letter of application by December 7, 2022, to: lmurray@springfieldmuseums.org.

The Springfield Museums are an equal opportunity employer. We are committed to diversity and building an inclusive environment for people of all backgrounds and ages. All qualified candidates will be considered without regard to race, sex, sexual orientation, gender identity, religion, disability status or any other protected area. We especially encourage members of traditionally underrepresented communities to apply.