OKLAHOMA STATE UNIVERSITY MUSEUM OF ART

Stillwater, Oklahoma

**Curator of Education, K-12**

**POSITION SUMMARY**

The Curator of Education is responsible for establishing and overseeing the education programs and public activities for the OSU Museum of Art focusing on a K-12 audience. They will work closely with staff to coordinate curricular-based collections access and use. The Curator of Education serves as a liaison between the museum and the community. In addition, the Curator is responsible for structuring the K-12 Museum partnerships and in-service workshops for teachers, supervising the Visitor Services and Program Coordinator, oversite of the volunteer program, and managing student staff training. The Curator will also participate as an active member of the curatorial team of the museum and be given opportunities for collections research, publication, and professional growth. The Curator of Education reports to the Director regarding all phases of educational programming.

**K-12/COMMUNITY OUTREACH RESPONSIBILITIES (50%)**

* Develop and maintain partnerships with K-12 school administrators and educators; home-schooled students and educators, virtual/online communities, early childhood and preschool programs, after-school and teen programs; teacher in-service and professional development programs.
* Build relationships with diverse audiences and assess community needs related to parenting and family support services that inform relevant, inclusive, and effective educational offerings.
* Recruit, lead, and manage docent program.
* Provide innovative strategies for teaching with art and object-based multidisciplinary curriculum that is specific to an exhibition or collection, and outreach programming.
* Lead interactive tours and workshops.

**PROGRAM RESPONSIBILITES (40%)**

* In support of educational programs designed to be inclusive and accessible to people of all ages, collaborate in the research, development, publication, and assessment of support materials for educational programs that encourage curiosity and explorations of works of art.
* Including: Family, gallery, and curriculum guides; artLAB programming; Second Saturdays; interpretive materials such as videos and presentations to communicate basic museum functions and programs; and participates in development of other digital technology for programming and social media.
* Work closely and collaboratively with staff to advise content on marketing and public relations materials pertaining to K-12 and family programming.
* Participate with other educators in preparing and presenting public gallery talks, public lectures and tours on the collection, as needed, at the Museum and in the community.
* Serve as Art Advocate education committee member to advocate for K-12 public school funding and facilitate access to the Museum’s exhibitions and programming.

**ADMINISTRATIVE RESPONSIBILITIES (10%)**

* Supervise the Visitor Services and Program Coordinator providing performance reviews, guidance for professional development, assist with people management / student staff training, and set the standard for customer service delivered by the front-of-the-house staff.
* Assist with managing schedules and training of Museum Associates (student staff).
* Work with education staff to generate reports related to program performance for evaluation and grant funding sources.
* Assist with budget preparation; monitor budgets for bussing and workshops; order supplies; and write policies and procedures for educational programming.
* Build and maintain a network of partnerships inclusive of a broad community to drive user participation and meet evolving community educational needs.
* Maintain effective management systems that support participant recruitment, program delivery, and evaluation strategies.
* Collaborate with the OSU Prairie Arts Center and other community partners to create relevant educational programming.
* Provide oversite of all programs to address DEAI initiatives of inclusion, diversity, and accessibility.
* Other duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES**

* Instructional experience in a classroom or workshop setting.
* Exceptional communicator through written communications and public speaking.
* Must be a team player with a commitment to diversity and inclusion.
* Excellent interpersonal skills to interact with diverse groups of individuals maintaining a professional, courteous, and tactful demeanor.
* Ability to multi-task and balance roles as an educator, administrator, and manager.
* Proficient in Microsoft Office Applications, adaptable to learn new software.
* Bilingual language skills a plus.

**REQUIRED QUALIFICATIONS**

* Master’s Degree in Art Education or related field
* Two (2) years of experience in the field of Museum Education
* Experience may substitute for credentials

**PREFERRED QUALIFICATIONS**

* Three to five (3-5) years of experience in the field of Museum Education
* Proficiency in digital media and production of interactive learning materials
* Teaching credentials

**Annual Salary:** $45,250 to $61,200

To apply: https://okstate.csod.com/ats/careersite/search.aspx?site=8&c=okstate

Requisition: req12905
Position Number: AS8655

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