

The Mattatuck Museum

Waterbury, CT

JOB TITLE: **Education Manager**
REPORTS TO: Director of Education
FLSA STATUS: Non-Exempt

The Mattatuck Museum is known for engaging its community in an understanding of the past and providing vision and leadership for the future through its exhibitions, programs and collections of national significance. These initiatives interpret the history of the greater Waterbury region and American art from the Colonial period to the present. The Museum offers a full range of cultural programs for people of all ages including art classes, concerts, lectures, bus/walking tours, community events and family activities, among others.

The ideal candidate for this position will be experienced in handling a wide range of administrative and youth oriented-program related tasks, be well-organized and flexible, and able to work independently while maintaining a high level of professionalism. Must possess excellent communication skills, especially the ability to speak and write about the museum, its collections, changing exhibitions and youth program activities. The successful candidate enjoys the challenges of supporting an active community-focused institution in a fast-paced environment – sometimes under pressure – while remaining adaptable, proactive, resourceful and efficient. The candidate will also enthusiastically oversee and/or execute weekend and evening programs related to the Education Department.

Key Responsibilities:

- Manage and implement a schedule of youth based programs for visitors ages 2–18 and their families.
- Serve as the liaison to Waterbury Public Schools and Waterbury Board of Education to formulate and execute tours, programs, exhibitions and professional development opportunities.
- Cultivate and maintain partnerships with other nearby school districts and youth service agencies to formulate quality programs that make an impact on youth ages 2–18 and their families.
- Serve as a representative for the Museum in related community committees, boards and volunteer organizations to advance the Museum’s mission throughout the Greater Waterbury Region and State of Connecticut.
- Perform duties in such a way to create a seamless, efficient and impressive experience for all visitors.
- Maintain inventory of art supplies, materials and equipment necessary for related activities.
- Actively further their education and professional development by attending education conferences, meetings, programs, etc. throughout the State of Connecticut and beyond.
- Maintain attendance records and a database of all education programs, school tours and related off-site community events.
- Other duties as required.

Youth and Family Programs:

- Provide hands-on art lessons which measurably increase youth engagement with the permanent collections and special exhibitions.
- Schedule and coordinate with teaching artists as needed.
- Plan and coordinate specialty programs including Accessing Autism Family Days.
- Act as community liaison for off-site Museum program initiatives.

- Prepare, conduct, and compile audience survey reports for programs.
- Work closely with the Director of Development to seek, research, write and implement contracts and grants for programs.
- Work with the Museum's Marketing Department to promote public programming through the Museum's website, social media outlets and printed materials.

School Tours & Programs:

- Assist with the development and implementation of on-site tours, outreach resources and programs for K–12 school students.
- Assist with developing educator resources, hosting professional development programs and other special events for school administrators and teachers.
- Become comfortable with tour materials and successfully lead school tours in both art and history galleries.

Volunteers and Interns:

- Organize and coordinate the Teen Internship summer program.
- Manage high school and college students.

Job Requirements: Bachelor's degree in appropriate area of specialization (Art, Design, American or European Museum Studies, Teaching Degree) with at least two years of experience in creating programs for youth and family audiences in an art and/or history museum setting; supervisory skills and experience; knowledge of current museum best practices; familiarity with Connecticut's Common Core State Standards; exceptional administrative, research and organizational skills; strong attention to detail; outgoing personality with enthusiasm for diverse cultures; highly developed communication skills; and advanced knowledge of Microsoft Word, PowerPoint, Excel, and Outlook.

Annualized Salary Range: \$29,000-\$33,000 Depending on Experience

The Museum offers a full benefits package including vacation, holidays, health insurance and 403(b) plan, as well as support for professional development to qualified employees.

To apply, please send cover letter that addresses qualifications and interest, current resume and 3 professional references to: EDUCATION MANAGER SEARCH, Attn: Heather Whitehouse, Director of Education, Mattatuck Museum, 144 West Main Street, Waterbury, CT 06702 or via email to heather@mattmuseum.org.

Deadline to submit an application is January 31, 2018.

Documents should be sent as attachments using Microsoft Word or PDF format, and should not exceed five (5) megabytes. **No phone calls please.** Only those selected for an interview will be contacted. The Mattatuck Museum is an Equal Opportunity Employer. As such, we are interested in candidates who are committed to high standards of scholarship, performance and professionalism, as well as to the development of a climate that supports equality and diversity.