

**THE JEWISH MUSEUM
JOB DESCRIPTION**

DEPARTMENT:	Education	JOB DESC. DATE:	February 2010
TITLE:	Manager of School Programs and Outreach	FLSA STATUS:	Exempt
SUPERVISOR:	Director of Education	SCHEDULE:	Full-time

SUMMARY:

The Manager of School Programs and Outreach is responsible for the oversight of all school, educator and teen programs. Responsibilities include expanding, implementing and maintaining on-going school partnerships in conjunction with the exhibition schedule of The Jewish Museum and conceptualizing and implementing—and/or supervising staff members who implement—the School Tour Program, High School Film Festival, High School Video Workshop Program, ArtPartners, Chaverim and Teen Intern Program. Additional responsibilities include: audience development, collaboration with staff in the Marketing and Development Departments, managing a staff of educators who conduct school and after school programs and teaching in the galleries.

DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS:

- Supervise school tour and outreach coordinators and all per diem and volunteer teaching staff (approximately 10 additional staff). Hold bi-weekly meetings with staff to schedule school tours, provide updates on programming and advise on school programs content.
- School Tours – Coordinate and supervise all aspects of the School Tour Program, including meeting regularly with educators to evaluate and refine existing programs and develop new programs for school groups and educators, designing new programs to accompany temporary exhibitions, supervising the creation of promotional materials and scheduling educators.
- ArtPartners – Coordinate and supervise all aspects of ArtPartners—a multiple-visit program for NYC public schools—including expanding the current ArtPartners Program, maintaining established partnerships and hiring and supervising staff to implement the program. Establish relationships with New York City public and private school teachers and administrators.
- Chaverim – Coordinate and supervise all aspects of Chaverim—a multiple-visit program for Jewish day schools—including expanding the current program, maintaining established partnerships and hiring and supervising staff to implement the program. Establish relationships with principals and teachers of Jewish day and congregational schools.
- High School Film Festival – Manage all aspects of the festival including conceptualization, marketing, implementation and evaluation.
- High School Video Workshop Series – Continue developing and expanding the High School Video Workshop Program and manage all aspects of program including marketing, developing content, hiring and training educators and evaluation.
- Special Outreach Initiatives – Coordinate and supervise all special school initiatives including, but not limited to, the Cultural After School Adventures Outreach Programs.
- Archaeology Programming – Expand upon program offerings related to *Archaeology Zone*, the Museum’s current children’s exhibition.
- Educator Programs – Plan, implement (and/or supervise the implementation of) educator workshops related to permanent and temporary exhibitions. Cultivate and work with established networks of schools and superintendencies to provide professional development workshops related school curricula. Evaluate programs.
- Teen Intern Program – Supervise staff members who coordinate the planning, implementation and evaluation of the Teen Intern Program.
- Supervise and mentor undergraduate and graduate level interns working in the school programs area during the academic year and summer.

- Develop and manage all relevant budgets.
- Cultivate new audiences by working effectively with staff in the Marketing and Communications Departments and with staff assigned to the development of the Museum's website.
- Develop new programs and educator resources (curriculum guides) when necessary.

OTHER DUTIES AND RESPONSIBILITIES:

- Teach school groups in the Museum's galleries.
- Develop new school programs for permanent exhibition and temporary exhibitions, keeping in mind Jewish day school and public school curricula and the educational goals of the institution.
- Participate in educator training sessions.
- Participate in all aspects of the Education Department's activities.
- Work with the Development Department to identify and secure funding for Education programs.
- Act as a liaison to Curatorial and other Museum departments when developing school programs.
- Collaborate with other organizations and institutions.
- Oversee proper delegation of work assignments in the Education Department.
- Where appropriate, participate in large, interdepartmental projects.

JOB QUALIFICATIONS:

- MA in Studio Art, Museum Education or Art History.
- Strong art history background.
- 3–4 years teaching experience.
- 3–4 years museum education experience.
- Excellent communication skills—written and oral.
- Team player with positive attitude.
- Creative and imaginative.
- Self-motivated with the ability to conceptualize projects and see them through to completion.
- Excellent managerial skills.
- Knowledge of tri-state area schools preferred and the NYC Department of Education preferred.
- Knowledge of VISTA, Excel and PowerPoint a plus.

Send Resume with Cover Letter To:

**Director Human Resources
The Jewish Museum
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New York, NY 10128
Email: Jobs@TheJM.org
Fax: 212-423-3232**

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