

**THE JEWISH MUSEUM
JOB DESCRIPTION**

DEPARTMENT: Education

JOB DESC. DATE: August 2010

TITLE: School Outreach Coordinator

LSA STATUS: Non-Exempt

SUPERVISOR: Manager of School Programs
and Outreach

SCHEDULE: Full-time

SUMMARY:

The Jewish Museum is an art museum exploring the intersection of art and Jewish culture. The primary responsibilities of the School Outreach Coordinator involve managing and developing on-site and off-site programming for schools and educators including school group visitation, multiple-visit school programs, and professional development workshops for educators.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop programs in line with Jewish day and congregational school curricula, cultivate new relationships with Jewish day and supplementary schools, and implement on and off-site school programming for this constituency.
- Develop multiple-visit programs for NYC public schools and liaison with teachers and principals.
- Teach school group programs, including museum tours with a hands-on studio art component, for grades Pre-K through 12 in the Museum's permanent and special exhibitions.
- Oversee special projects within the department dealing with school audiences such as art contests, the archaeology-in-depth program, and special partnerships.
- Coordinate Educator Workshops and other professional development sessions.
- Manage program budget for areas specific to the position.

OTHER DUTIES AND RESPONSIBILITIES:

- Participate in all aspects of Education Department activities.
- Work collaboratively with Education Department staff and other Museum Departments.
- Work with the Scheduling and Access Coordinator to organize school visits for partnership schools.
- Supervise teaching artists who implement school partnership programs.
- Represent the Museum at appropriate conferences.
- Outreach, liaison with, and develop programs for schools that have populations with students who have special needs.
- Assist with classroom management including ordering supplies and maintaining Education exhibition space as needed.

JOB QUALIFICATIONS:

- MA in museum education, art history, or related field.
- Two to three years related work experience.
- In-depth knowledge of art history.
- Experience teaching studio art as related to educational programs.

- Background in Jewish culture preferred.
- Excellent writing skills.
- Creative and enthusiastic team player.
- Computer literacy (Microsoft Word, Outlook, and PowerPoint).

Send Resume with Cover Letter to:

Director of 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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