



WESTMONT

Museum Outreach/Education Coordinator (Full-time/12 months)

Westmont Ridley-Tree Museum of Art

Position Summary: The Museum Outreach/Education Coordinator is responsible for fostering involvement of students, faculty, and the community in the Westmont Ridley-Tree Museum of Art.

Qualifications: Requirements include: BA and 1-3 years experience, preferably in a museum or gallery, MA in art-related field preferred; development research and organizational skills; attention to detail; strong computer skills with graphic software experience (such as Adobe Creative Suites) preferred; experience in handling art; willingness to be actively involved and visible in the Tri-county art community; and experience moving art pieces preferred but not required. Must be able to work occasional evenings, weekends, and holidays. Personal affirmation of the Christian mission of Westmont College, the Community Life Statement and adherence to its behavioral expectations;

Responsibilities:

- Organize and coordinate lectures, symposia, festivals, and salons
- Serves as liaison to faculty in encouraging interdisciplinary student/classroom participation in the Museum.
- Assists in exhibition organization; works closely with the Curator and Collections Manager in the preparation of galleries and in the designing of installations.
- Organizes special events such as opening parties or cultivation luncheons
- Assist the Director with annual membership drive and annual fund appeal.
- Coordinates Museum publicity, including printed materials and updating the website.
- Work with the College PR Department to create press releases and additional printed materials for events.
- Serve as liaison to Westmont Art Council and Council Executive Leadership team, including scheduling the monthly meetings.
- Attend and record meeting notes for the Museum Board of Advisors.
- Supervise and train student employees, including scheduling students to staff the Museum during exhibitions.
- Schedule and lead Museum tours with the community.
- Create and lead a volunteer docent program for Museum as well as serve as docent for Museum exhibitions.
- Work with Museum Director to brainstorm and implement strategies for increasing museum attendance among Westmont students and the general public.
- Interrupt collections with labels, rack carts, entries and wall text to enrich Museum visitors' experiences.
- Research grants and prepare proposals for the Museum.
- Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers by sharing ideas and resources willingly, constructively and positively; respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds.

- Other duties as assigned.

Reports to: Director of Museum