INTRODUCTION

The Trout Museum of Art (TMA) is seeking a talented Education Manager to join our staff during an exciting period of momentum and growth in our programming and operations to energize the love of art in the Fox Cities and beyond.

The mission of the Trout Museum of Art (TMA) is to inspire and connect all people through creativity and the visual arts using our exhibitions, educational programs, and community engagement events.

POSITION SUMMARY

The Education Manager is a full-time position strategically created to help realize the museum’s mission, vision, and strategic plan by creating education programming to engage, educate, and inspire our community about art and art making.

Working closely with the staff, president, TMA Board of Director’s Education Committee, artists, non-profit organizations, and local educators, the Education Manager’s primary responsibilities are to generate and implement art education programs that energize the love of art, promotes museum membership, and inspires community engagement.

The Education Manager is responsible for development and implementation of an annual calendar of programs including coordination, budget preparation, identifying staffing needs, and logistics. They create new and exciting education programming for the general public, specific target audiences, and school age students all while staying true to advancing the museum’s mission and impact.

PRIMARY RESPONSIBILITIES

Educational Programming:

- Understand the needs of the communities served by TMA and develop specific strategies and programs to meet defined needs, objectives, and priorities.
- Create and manage Education Programming plans in the following categories:
  - Tuition-based classes, camps and workshops
  - Community Art Projects
  - Low-cost field trips and group tours
  - Free educational experiences designed to for a specific community group
    - Spark! – adults with memory
    - Art works – at-risk youth
    - Talking Circles – veterans (pilot program 2021)
    - TMA members
    - Other programs as planned and developed
  - Free community engagement programs designed for or in partnership with local non-profits.
  - Student Artist Galleries (in-person and online)
- Create and maintain relationships with non-profit organizations with which we regularly work.
- Create education plans a year in advance to meet the planning timeline for K-12 teachers.
• Coordinate TMA class logistics including art educator, studio maintenance, class supplies, and equipment needs.
• Work with the Marketing Manager to promote education classes and other programs.
• Work with the Curator to create educational opportunities for each exhibition.
• Help create materials for docent tours and other educational opportunities related to exhibitions.
• Work with the Operations Manager to coordinate the gallery staff time needed for education programs, as well as facility needs in the Education Center.
• Work with the Finance Director to create and track education budget and expenses to manage costs, profitability of classes, grants, and plan for next year’s budget.
• Efficiently and effectively manage all education programs by performing and overseeing necessary administrative duties.
• Stay current with art education and art museum related news and activities.
• Join museum and/or art education organizations to stay on top of best practices and other art education industry standards.

**Supervisory Responsibilities:**

• Contract 20+ art educators to teach for TMA, annually. Manage the staffing process of all education programs including recruiting, interviewing, contracting, and onboarding.
• Manage relationship with and work hours of part-time Volunteer Studio Manager
• Hire and manage education interns

**Communication:**

• Use our exhibition, education, and marketing meetings to communicate education plans in tandem with marketing and exhibition programming starting two years before the exhibition opening.
• Use Board Education Committee meetings to work on the education plan initiatives, brainstorm ideas, solve problems, ask advice, and vet new policies related to educational programming.
• Demonstrate positive image of TMA with TMA art educators, non-profit organizations, and K-12 teachers in the Fox Cities.
• Meet and work with other museum education staff throughout Wisconsin.

**REQUIRED QUALIFICATIONS**

**Successful candidates for this position must exhibit:**

• A friendly demeanor and customer-oriented approach
• Ability to write clearly
• Ability to multi-task and manage multiple programs at the same time
• A strategic and goal-oriented approach to work
• Strong organizational and time management skills
• A strong sense of personal accountability and responsibility for actions and performance
• Tactfulness and discretion with confidential and privileged information

**Required Education and Work Experience:**

• Bachelor’s degree required. A BFA in art education, fine arts, art history, curatorial practice, or other art related field.
• 3+ years of experience in art or museum education
• Experience managing a team of 3 or more
Physical Requirements:
- Ability to lift up to 40 lbs. and move furniture, supplies, and equipment
- Ability to climb ladders to organize supplies or hang artwork

ESSENTIAL JOB FUNCTIONS
- Excellent skills in Microsoft Office applications
- Ability to learn Blackbaud’s Altru database system
- Ability to learn WordPress to make some website updates
- Ability to work some evening and weekend hours
- Ability to sit or stand for extended periods for some special events
- Ability to read, write, and speak English proficiently
- Love of the visual arts

SALARY AND BENEFITS
The TMA offers a competitive salary, benefits, and generous flextime policy. The starting salary for this position is commensurate with experience.

SUPERVISION
Reports to President

ADDITIONAL REQUIREMENTS
All offers of employment are conditioned upon a background check.

APPLICATION PROCESS
Please send a resumé and cover letter to info@troutmuseum.org.