



## **JOB DESCRIPTION**

**Title: DIRECTOR OF EDUCATION AND PUBLIC PROGRAMS**

**REPORT TO: EXECUTIVE DIRECTOR AND DEPUTY EXECUTIVE DIRECTOR**

**STATUS: FULL TIME, EXEMPT**

El Museo del Barrio, founded by a coalition of Puerto Rican educators, artists, and activists, is the nation's leading Latino and Latin American cultural institution. The Museum welcomes visitors of all backgrounds to discover the artistic landscape of these communities through its extensive Permanent Collection, varied exhibitions and publications, bilingual public programs, educational activities, festivals, and special events.

### **EDUCATION AND PUBLIC PROGRAMS**

The Education and Public Programs Department at El Museo del Barrio is dedicated to providing its diverse audience with unique bilingual education programs. Through guided visits, hands-on workshops, school partnerships, family programs, cultural celebrations, and adult public programs. El Museo offers visitors multiple entry points through which to explore its mission, permanent collection and exhibitions on view.

El Museo's founder, artist educator Raphael Montañez Ortiz, refers to the founding of the Museum as a response to the community's need for a "powerful cultural institution that would reveal its past; affirm and guide its present (critically and with respect); and inspire its future, with integrity and intellectual authority." El Museo's approach to education is rooted in the tradition set by Ortiz, espousing art for social change, cultural empowerment, and civic engagement. While offering an important resource for Latinos and Latin American communities in New York City and the tri-state area, El Museo's programs remain accessible and relevant to all audiences.

### **SCOPE AND PURPOSE OF JOB**

The Director of Education and Public Programs is responsible for the development and supervision of the Education and Public Programs Department. They will coordinate, plan, design and implement programs, approaches, and resources to serve schools, community-based organizations, El Museo's constituencies, and the general public. S/he will network with peers at other institutions, and develop relationships with the Department of Education, cultural and community-based organizations, institutions of higher education, and academic associations. S/he will work collaboratively to expand the Education and Public Programs component of El Museo and work with other departments to achieve and promote the department as well as achieve the overall museum goals and fulfill the Executive

Director's vision and direction. The Director of Education and Public Programs will report directly to the Executive Director and the Deputy Director and shall meet regularly to ensure communication on education and public programs content and programming.

## **OVERALL RESPONSIBILITIES**

- Coordinate, plan, develop, manage, supervise, growth, document, and evaluate all programs, projects and activities of the Education and Public Programs Department: adult and youth public programs, cultural celebrations, special events, Cuéntame Gallery, on-site and offsite programs for schools, higher education, community groups, and families, after-school programs, open houses and professional development for teachers, philosophy programs, end of the year exhibitions, and resources and materials.
- Following El Museo's mission and the Executive Director's vision and direction, participate in long-range, long-term planning for the Education and Public Programs Department. Participate in the elaboration of future strategic plans, their assessment and implementation.
- Oversee employees, assistants, teaching artists, museum educators, interns and volunteers in the department.
- Oversee and develop departmental budgets and report and track annual budget and expenses for all the programs of the department. Work closely with the finance department when necessary.
- Develop outreach strategies to new schools and neighborhood and community organizations to promote the Museum's programs, develop new partnerships and identify audiences. Together with the communications department, develop and oversee promotion and outreach plans for the Education and Public Programs Department, identify target audiences and priorities, develop mailings, and seek potential collaborative partners and cross-promotional opportunities.
- Develop educational materials and conduct educational programs for varied constituencies (school groups, adults, youth, senior citizens, audiences with special needs and the general public). These include gallery talks, workshops, guided visits, panels, and conference papers.
- Oversee recruitment, training and supervision of museum educators and teaching artists. Manage all related budgetary, logistical, and human resources issues. Oversee training sessions on interpretive and teaching strategies and methodologies for artist educators and staff.
- Develop materials and conduct research to introduce philosophical inquiry to El Museo's education programs by developing specific programs for children and adults.
- Contribute to El Museo's publication projects such as gallery cards and publications.
- Assist in writing grants and reports to funding sources for projects for the Education and Public Programs Department.
- Prepare quarterly Board of Trustees reports.

- Be part of the Education and Public Programs Advisory Committee— an advisory group consisting of trustees, scholars, community organization representatives, and members of the museum education community.
- Serve as liaison for the NYC Department of Education, schools, universities, and other educational institutions, as well as other partners for public programs.
- Establish and manage network of partners and collaborators to fulfill the department’s goals. Maintain and establish collaborations with other cultural organizations.
- Translate and revise El Museo’s educational documents and other materials (gallery texts or information brochures) when needed.
- Work collaboratively with other departments when needed.

**DESIRED QUALIFICATIONS:**

- MA/MS in Art, Art Education, Museum Education, Museum Management, Art history, Philosophy or related field, Ph.D. desirable.
- Minimum of 5 years of professional experience in a museum and/or cultural or educational institution.
- Demonstrated staff supervision.
- Excellent oral, written, research, communication, organizational, administrative, and interpersonal skills.
- Knowledgeable in office productivity programs, and web-based platforms.
- Excellent teaching skills and proven ability to train others in inquiry-based teaching methods and other pedagogical approaches.
- Strong background in education, philosophy, and art history. Knowledge of Latin American and Caribbean art preferred.
- Ability to work productively with diverse constituencies as well as government agencies and the public, including Latino and Latin-American communities.
- Ability to develop new and relevant teaching curricula and collaborate with others to design and implement innovative teaching materials for diverse audiences in a variety of settings.
- Knowledge of child development, museum/arts education theory, and evaluative methods as well as experience with developing lessons, educational materials, and public programs are important.
- Knowledge of NYC cultural community and public school system; familiarity with teacher training practices, curriculum development strategies, educational standards (NYS Common Core Learning Standards, and NYC Blueprints for the arts), online learning and educational technology.

- Spanish/English bilingual skills highly desirable.

### **Application Instructions**

Please send a cover letter, resume, to [jobs@elmuseo.org](mailto:jobs@elmuseo.org), with Director of Education and Public Programs in the subject line. No phone calls, please.

*El Museo values diversity in backgrounds and in experiences. El Museo's commitment to a diverse workforce has been a key to our success. In accordance with that commitment, El Museo provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, disability, predisposing genetic information, gender identity and/or expression, military, or veteran status in accordance with applicable federal, state and/or local laws. This policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, transfer, leaves of absence, compensation, and training.*

*As a commitment to the health and safety of El Museo's employees and patrons, we have enacted a mandatory vaccination policy for our employees. Accordingly, all prospective hires must be able to provide proof of vaccination if an offer of employment is extended. However, in accordance with our dedication to equal employment opportunities for all, and in compliance with all federal, state, and local laws and regulations, exemptions to El Museo's vaccination policy exist for individuals based upon their medical conditions and/or sincerely held religious beliefs.*