



Title: Education Programs Coordinator
Report to: Manager of Education
Status: Part-Time Non-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.

SCOPE AND PURPOSE OF ROLE

The Education Programs Coordinator is responsible for assisting in the administration and coordination of school, youth, family, and access programs, including guided tours and workshops, partnerships with schools, and monthly weekend programs designed for families and children. The Coordinator of Education Programs will assist and work closely with the Manager of Education to conceptualize and develop approaches, programs, and resources to engage K-12 and family audiences. Together with the Education team, they will research content for programs, develop and edit curricula, and support training and communication with museum educators and teaching artists leading onsite, virtual or partnership programs. The coordinator will communicate with school administrators, teachers, and community partners, facilitate the documentation and evaluation of programs, and track program expenses. As a vital member of the Education team, the coordinator will collaborate with the Education Programs Assistant, as well as Public Programs staff to facilitate programs for diverse audiences. The coordinator reports directly to the Manager of Education and shall meet with them regularly to ensure communication on all Education Programs.

RESPONSIBILITIES

General

- Under supervision of the Manager of Education, coordinate the design, planning, implementation and evaluation of School, Youth and Family Programs.
- Assist in the supervision of on-site museum educators and teaching artists; provide feedback on tour outlines and lesson plans and help to develop and lead trainings for museum educators and teaching artists for onsite, virtual and partnership programs.
- In collaboration with the Manager of Education, design interdisciplinary, age-appropriate teacher resources that make connections with El Museo's Permanent Collection, exhibitions on view, cultural celebrations, and classroom curricula.

- Work collaboratively with school administrators, senior center staff, teaching artists and museum staff to support the planning, coordination, implementation, documentation, and evaluation of K-12 school and community partnerships.
- Strategize with Manager of Education to expand reach of El Museo's K-12 and Family Programs; develop contact lists and actively engage in outreach efforts to develop relationships within the local East Harlem and NYC school and community organization communities.
- Assist in conducting evaluations and assessments of onsite, virtual and partnership programs to ensure all programs meet Education Department objectives and goals.
- Support the design, planning, implementation and evaluation of family programs and institutional events including Super Sabado and Cultural Celebrations, Sabado Familiar workshops, Uptown Bounce, Coqui Club, and parent engagement programs.
- Assist the Development and Government & Community Affairs departments with grant-related requests for education programs as needed.
- Lead exhibition tours, workshops, and training programs, and represent the institution during educational fairs and career days as needed.

Administration

- Maintain departmental administrative files, track expenses, keep attendance and pertinent content related information for all school, youth, and family programs.
- Coordinate with the Education Programs Assistant to order art supplies and materials for use in El Museo's *taller* or offsite partnership programs.
- Collect and disseminate updated information on the NYC Department of Education, including academic calendar, core curricula, contacts, news, and announcements.
- Work collaboratively with all Museum staff and departments as appropriate and needed to ensure goals of offering engaging, informative, and accessible visitor experiences.

QUALIFICATIONS

- B.A in Art, Art Education, Art History, Latin American/Caribbean Studies, or other relevant degree; M.A. in Art Education, Museum Education or Early Childhood Education or other relevant degree preferred.
- 2-3 years of experience including one or more of the following: museum/art education; research and curriculum development, and cultural and family programming.
- Interest in Latinx, Latin American, and Caribbean arts and culture.
- Must be able to work a flexible schedule, including occasional evenings and weekends.
- Excellent communication, organization, and interpersonal skills required, including ability to work both independently and with a team.
- Proficient in MS Office and Google Suite; experience using Drop Box, InDesign, and database management skills desirable.

- Strong writing skills: 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, evaluation methods and experience with developing lessons, educational materials, and public programs preferred.
- Knowledge of NYC cultural community, familiarity with the NYC DOE and interest and/or background in art or museum education required.
- Strong bilingual (English/Spanish) written and verbal skills preferable
- Understanding of New York City's diversity and experience working with people of diverse backgrounds.

Application Instructions

Please send a cover letter, resume, to jobs@elmuseo.org, with Education Programs Coordinator 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.