Brattleboro Museum & Art Center

JOB OPENING: MANAGER OF EDUCATION & COMMUNITY ENGAGEMENT PROGRAMS
February 2021

POSITION SUMMARY + KEY RESPONSIBILITIES

The Manager of Education & Community Engagement Programs is responsible for overseeing the Brattleboro Museum & Art Center’s education programs for children and adults; for co-curating and managing the Museum’s calendar of cultural events; and for establishing and sustaining rewarding partnerships with a wide range of community groups and organizations, particularly those whose constituents are not currently served by the Museum.

The Manager of Education & Community Engagement Programs reports to the Director of the Museum, works collaboratively with all members of the Museum’s core staff, and supervises paid and volunteer interns, docents, and hourly event staff.

Key responsibilities include, but are not limited to:

- Managing and expanding the Head Start Arts Partnership, a longstanding collaboration between the Museum, the social services agency Early Education Services, and Head Start classrooms throughout Windham County, Vermont;
- Collaborating with local teachers and school administrators to develop and lead a variety of highly engaging, sustainable programs for K-12 students that take place at the Museum and in the classroom;
- Designing and leading customized group tours for children and adults;
- Designing online and in-person educational resources, creative prompts, and hands-on activities based on current exhibitions;
- Developing art-based professional development opportunities for educators;
- Co-curating and managing a rich assortment of in-person and online events and programs (historically 60-70 per year) (e.g., artist talks, lectures, film screenings, panel discussions, workshops, demonstrations, performances, studio tours, etc.);
- Co-developing and managing collaborative arts programs with non-traditional community partners, including, for example, social service agencies, health and wellness providers, service organizations, environmental groups, farms, and others;
- Strengthening the Museum’s ties with historically underserved and marginalized communities;
- Co-curating the popular bi-annual exhibition/outreach program Glasstastic, whereby glass artists create original sculptures based on children’s drawings of imaginary creatures;
- Staying abreast of current trends and best practices in museum education and art-based community engagement; and
- Communicating clearly and compellingly, to internal and external stakeholders, the goals and benefits of the Museum’s education and community engagement activities.

TRAITS + QUALIFICATIONS

The ideal candidate for this position will be an outgoing, enthusiastic museum educator, art teacher, and/or practicing artist committed to the notion that engagement with the arts can have a profoundly
positive effect on individuals and communities. They will be a natural connector and networker with a
gift for facilitating highly rewarding collaborations. They will have experience developing and managing
successful educational and cultural programs with a strong community-engagement component, and
they will relish the opportunity to serve as an ambassador of the Museum and its mission.

As a key member of the Museum’s small staff, the Manager of Education & Community Engagement
Programs will be a great team player, always willing to jump in and lend a hand when needed. They will
be committed to open, honest, and respectful communication and will be inclined to see solutions
rather than problems.

Other useful traits and qualifications include:

- Knowledge of current trends and best practices in museum education, contemporary art, and
  community engagement;
- Broad knowledge of western and non-western art history and techniques;
- Experience working with public schools and curriculum standards;
- Experience hiring, training, and supervising staff and volunteers;
- Ability to set appropriate priorities and juggle many different types of tasks simultaneously
  without direct supervision;
- Very strong writing and presentation skills; and
- A general commitment to excellence and attention to detail.

**COMPENSATION + BENEFITS**

This position is full-time (40 hours per week), exempt, and will occasionally require evening and
weekend hours. Starting salary is $40,000-$50,000. Benefits include health insurance and retirement.
Paid time off includes 14-15 paid holidays, 2 weeks of paid vacation (increasing to 5 weeks over time), 2
weeks of personal/sick leave, and generous parental leave.

Post-pandemic, the Manager of Education & Community Engagement Programs must reside in the
vicinity of Brattleboro, Vermont, in order to work at least several days each week in the office and
attend meetings and events in person. Initially, it may be possible to work from elsewhere.

**HOW TO APPLY**

To apply, please assemble the following items into a single PDF and send via email to
office@brattleboromuseum.org:

- Cover letter highlighting relevant experience, skills, and accomplishments
- Resume or CV
- Names, email addresses, and phone numbers for three professional references (we will not
  contact your references without prior notice)
- Optional: any documents illustrating relevant prior experience (e.g., a brochure for a program or
  series you created, a creative prompt or curriculum materials you designed)
We will contact you via email within three business days to confirm that we have received your application. If you do not receive the confirmation email, please call 802-257-0124 x101. Please do not call before three days have elapsed. Interviews will be arranged via Zoom.

Review of applications will begin immediately and will continue until the position is filled.

ABOUT THE BRATTLEBORO MUSEUM & ART CENTER

The Brattleboro Museum & Art Center (BMAC) is an independent, non-collecting, contemporary art museum in Brattleboro, Vermont, whose mission is to illuminate art and ideas in ways that inspire, inform, and connect people from all walks of life.

BMAC was founded in 1972 by a group of citizens committed to saving Brattleboro’s historic Union Station building from the wrecking ball. Originally a seasonal operation run entirely by volunteers, today BMAC is open year-round, serving thousands of children and adults, locally and worldwide, through 15-20 exhibitions per year, dozens of public events, a monthly blog (artlovescompany.org), virtual tours and other online resources, and extensive education programs. An anchor of southern Vermont’s cultural life, BMAC has been widely recognized for its innovative approaches to community-based engagement with the arts.

Recent noteworthy exhibitions have included *Figuration Never Died: New York Painterly Painting, 1950-1970*, curated by Karen Wilkin, with an accompanying publication by The Artist Book Foundation; *Andy Yoder: Overboard*, a site-specific installation reviewed in the New York Times, Smithsonian Magazine, Sports Illustrated, Arttribune, and Die Presse Schaufenster, among others; and *If she has a pulse, she has a chance*, a collection of photographic portraits and stories of people in recovery, for which BMAC received the Jack Barry Award from the Vermont Association for Mental Health and Addiction Recovery.

BMAC partners with a local social service agency to offer arts programming in Head Start classrooms; works extensively with local K-6 public schools, both in the classroom and at the Museum; and serves as the Vermont affiliate for the Scholastic Art & Writing Awards, a nationwide program that nurtures the talents of budding artists and writers in grades 7-12. Among BMAC’s signature family programs are an annual LEGO contest; a one-of-a-kind domino-toppling event (the videos of which have been viewed tens of millions of times worldwide); and *Glasstastic*, a bi-annual program whereby glass artists create original sculptures based on children’s drawings of imaginary creatures.

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The Brattleboro Museum & Art Center is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We do not tolerate discrimination or harassment of any kind.

All employment decisions are made without regard to race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.