



CameronArtMuseum.org
3201 S. 17th Street
Wilmington, NC 28412
(910) 395-5999

Job Title: Museum School Coordinator

Department: Art, Learning, and Engagement

Reports To: Director of Lifelong Learning and Director of Outreach and Accessibility

Employment Status: Regular/Part-time; 20 hours per week; \$15 per hour

About Cameron Art Museum

Cameron Art Museum (CAM) is a non-profit private corporation in service to the public of southeastern North Carolina for 60 years. CAM is committed to valuing diversity and maintains an inclusive learning environment for all its employees.

Position Summary

The Museum School Coordinator supports the administration of the Museum School and implementation of education initiatives, to include Museum School classes, educational programs, Museum School youth curriculum, instructor professional development, and outreach. This position will be a motivated, enthusiastic lover of art and art education.

Institutional Responsibilities

- Actively contribute to a positive organizational culture based on mutual respect, a spirit of collegiality, cooperation, and openness to many perspectives.
- Participate in a culture of ongoing learning, collaboration, innovation, creativity, and community engagement.
- Support CAM's mission, values, vision, and core commitment to the visitor experience, community engagement, and institutional relevancy for the future.
- Contribute to and support CAM's strategic plan, annual priorities, and institutional initiatives.

Duties/Responsibilities

- Primary duties include assisting Director of Lifelong Learning in planning and implementation of Museum School classes, setting up and breaking down studio, communicating with instructors and students, and helping to promote classes.
- Manage Museum School data using donor management software
- Coordinate quarterly installations in the Pancoe Education Center.
- Coordinate with other departments for Museum School instructor training opportunities (such as artist talks, classes, etc).
- Prepare basic marketing materials, such as flyers, for classes.
- Develop seasonal newsletter for the Museum School.
- Assist Director of Lifelong Learning and Director of Outreach and Accessibility with education programs.
- Research and maintain current knowledge of national trends, strategies, and best practices for arts education and community engagement through visual arts at other museums.

Requirements

- High school diploma required.
- Bachelor's degree in education, art, or related field preferred.
- Two or more years experience in education or program planning.
- Self-starter with strong work ethic, attention to detail, and the ability to think strategically.
- Excellent written and oral communication skills.

Please email a cover letter detailing your interest in the job and a resume to **lifelonglearning@cameronartmuseum.org** by **February 6, 2023**