

Phoenix Art Museum is looking for a **School Programs Coordinator** to assist with evaluation, development, promotion, and coordination of Museum education programs targeted to educators in select K-12 schools. Serve as liaison to school districts, private and charter schools, and educators for Museum education services and programs.

**Job Duties Include:**

1. Develop partnerships by communicating directly with target schools and educators to evaluate and revise the Museum's education programs.
2. Provide on-site support of data collection and entry for off-site evaluation firm reviewing Education Division programming.
3. Coordinate, schedule and, when required, lead professional development workshops for K-12 learning communities.
4. Assist in the development of strategies and resources for curriculum integration based on evaluation data.
5. Maintain school contact lists, statistical and demographic data related to evaluation and use of programs.

**Minimum Qualifications:**

Education and Experience:

1. Bachelor's degree in education, art education or museum education
2. Minimum two years of related museum or education experience; preferably in art history or art education.
3. Familiarity with the Arizona education system desired.

Knowledge of:

1. Art history and/or art education, including current education theories and trends.

Skill and Ability to:

1. Establish new partnerships with community organizations and strengthen existing relationships.
2. Present effectively both in small and large groups.
3. Communicate efficiently and effectively both verbally and in writing.
4. Multitask on several assignments and remain highly organized and detail oriented, with ability to meet deadlines and handle shifting priorities with minimal supervision.
5. Establish and maintain effective working relationships with internal and external customers, including Museum supporters, visitors, members, volunteers and staff.
6. Possess a high level of proficiency in Microsoft Office and visitor services databases; adept use of the Internet and email.
7. Learn and become proficient with new database systems, data entry, and data analysis.

**OTHER REQUIREMENTS**

1. Required to work evening and weekend hours.

**Submit cover letter, resume and salary history to job code PAM-SPC:**

Email: HR@phxart.org

Fax: (602) 257-2127

Mail: Human Resources Manager  
Phoenix Art Museum  
1625 N. Central Avenue  
Phoenix, AZ 85004-1685

Job Status: temporary (grant-funded, approx. 1 year), part-time, exempt

Pay rate: commensurate with experience. **Please include salary history or pay requirements with cover letter and resume.**

EOE