

Phoenix Art Museum is looking for a **Higher Education Programs Coordinator** to develop, oversee, and evaluate Phoenix Art Museum's programs and collaborations with higher education audiences locally and state-wide. Coordinate the Museum's internship program; develop and evaluate programs for higher education students, faculty, and staff; implement existing higher education programs; act as the Museum's liaison with local colleges and universities to establish innovative new partnerships; and integrate the Museum's collection and exhibitions with programming as part of the education department.

**Job Duties:**

1. Coordinates, implements, and evaluates Museum-wide Internship program, including recruitment, promotion, orientations, professional development, and related administrative tasks, with a clear plan for programmatic and pedagogical goals.
2. Develops, implements, and evaluates programs and collaborations with public and private community colleges and universities within Maricopa County and across the state with a focus on recruiting, engaging, and cultivating students and faculty to attend programs, schedule tours, foster collaborative relationships, and increase the Museum's visibility within academic environments.
3. Coordinate College Night, Faculty Night, and other higher education programs
4. Implement and maintain existing and established higher education partnerships and programs, including, but not limited to, University of Arizona Poetry Center Series, Art and Medicine, Arizona State University Annual Student Composers Concert, ASU Osher Lifelong Learning Institute, etc.
5. Coordinate with the academic community to strategically and thoughtfully establish new partnerships, programs, and initiatives.
6. Works closely with Public Programs Manager and Teen Programs Coordinator to develop strategies to bridge teen and college audiences.
7. Organize and coordinate work, set priorities, and meet established deadlines with little or no supervision.
8. Manage and track budget lines and data reporting for all higher education programs.
9. Provides orientation and training for program volunteers and contract artists/performers.
10. Participate in off-site events that promote the Museum to higher education audiences.
11. Stay attuned to national trends and practices.

**Minimum Qualifications:**

1. Bachelor's Degree in art history, art education, museum education, or related field.
2. Minimum of two years of experience teaching in a museum or academic setting, and familiarity with teaching from museum objects.

**Knowledge of:**

1. Local and state-wide college and universities, including Arizona State University, Maricopa Community College District, University of Arizona, Northern Arizona University, Grand Canyon University, and other academic institutions and programs.
2. Art history and art education, including current education theories and trends.
3. Higher education administration and systems preferred.
4. Strong leadership, interpersonal, planning, and organization skills.
5. Project evaluation and evaluation techniques.

**Skill and Ability to:**

1. Communicate with excellent oral, interpersonal, and writing skills.
2. Present and teach effectively, both in small and large groups as well as formal and informal settings.
3. Think creatively and work collaboratively.
4. Communicate verbally in English and Spanish in an effort to best reflect our diverse communities.
5. Manage multiple concurrent assignments and remain highly organized and detail-oriented, with ability to meet deadlines and handle shifting priorities with minimal supervision.
6. Manage projects and budgets.
7. Possess a high level of proficiency in basic desktop publishing skills, databases, and social media platforms.
8. Establish and maintain effective working relationships with internal and external customers, including Museum supporters, visitors, members, volunteers, and staff.
9. Work with contract staff and volunteers to ensure success of related programs.
10. Must have flexibility in working hours; some evening and weekend work required as program schedule demands, including off-site and outreach events.

**Please email cover letter, resume, and salary requirements with job code PAM-HEPC to HR@phxart.org**

**\*\* Incomplete applications may not be accepted for review \*\***

Job Status: Regular, full-time, non-exempt

EOE