

Phoenix Art Museum is looking for an experienced **Program Specialist** to assist with development, coordination, evaluation, and promotion of Museum education programs targeted to K-12 educators and pre-service teachers. Serve as primary liaison to school districts, private and charter schools, and teacher training programs. In collaboration with Education staff, contribute to development and implementation of the Education Division Interpretive Plan.

MAIN JOB DUTIES

1. Develop strategies and materials for curriculum integration of Museum resources based on evaluation and best practices in museum and classroom education.
2. Conceptualize, coordinate, schedule and lead professional development workshops for K-12 learning communities.
3. Take an active role in gallery teaching.
4. Participate in docent training to share knowledge of current K-12 teaching strategies and techniques.
5. In collaboration with the Museum's Marketing Department, generate and distribute print and digital materials to market K-12 education programming; contribute to Educator section of the Museum's website.
6. Maintain school contact lists, statistical and demographic data related to evaluation and usage of programs.

MINIMUM QUALIFICATIONS:

1. Bachelor's degree in museum education, education, or art education;
2. Minimum two years of related museum experience.
3. Familiarity with Common Core and 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 and strengthen existing relationships.
2. Communicate efficiently and effectively both verbally and in writing.
3. Recognize and adapt to the learning and communication styles of diverse audiences in both small and large group settings.
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 volunteers, visitors, members, supporters, and staff.
6. Possess a high level of proficiency in Microsoft Office and visitor services databases; adept use of the Internet and email.

OTHER REQUIREMENTS

Required to work evening and weekend hours

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

Email: HR@phxart.org

Fax: (602) 257-2127

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

Job Status: full-time, exempt, regular
EOE