

Phoenix Art Museum is looking for an ***Interpretation and Accessibility Manager*** in the Education Division to develop, evaluate, and provide leadership of Museum-wide interpretation and accessibility initiatives for diverse, intergenerational, and multilingual audiences.

Job Duties:

1. Conceptualize, design, manage, and implement Museum-wide in-gallery interpretation initiatives, including written, digital, live dialog, and participatory spaces for exhibitions and collections. Manage evaluation of in-gallery initiatives and designs based on innovative interpretive practices, data, research, exhibition and audience goals, and in accordance with the Museum's strategic plan.
2. Liaise between curatorial division and education division regarding exhibition content, installation, and in-gallery interpretive initiatives. Serve as education department representative on cross-functional project teams, including external affairs.
3. Manage Museum-wide bilingual translation initiative for interpretive and education content. Works directly with contract translators and manages exhibition schedules and timelines for editing, review, and design. Writes and edits interpretive content in collaboration with curatorial team, in both English and Spanish.
4. Manage, develop, and implement in-gallery access initiatives such as ADA compliance, multisensory elements, diverse content platforms, tactile and responsive spaces, and inclusive interpretation strategies. Work across departments to address, design, and implement in-gallery elements that best meet and serve guest needs. Manages, recruits, and facilitates Access and Functional Needs Advisory Committee and inter-departmental staff committees regarding accessibility.
5. Supervise, manage, and mentor interpretation and accessibility team, including the librarian, digital assets manager, and curriculum specialist (TBD). Ensuring alignment with the education and library division, especially in programming areas.
6. Assist in conceptualizing exhibition-related programming—integrating interpretive content goals and approaches throughout programming to ensure cohesion across the division/museum.
7. Support and facilitate docent trainings in collaboration with the education director as needed.
8. Manage assigned budget lines.
9. Representative and presenter at conferences (locally, nationally, and internationally); publish research, initiatives, and innovative approaches when applicable.

Minimum Qualifications:

1. Bachelor's degree in art history, museum education or related field preferred.
2. Minimum of 5 years of related museum experience, with proven track record of developing interpretive content in multiple formats.
3. Minimum of 2 years in a supervisory role.

Knowledge of:

1. Contemporary philosophies, trends, research, and issues in museum education and museum interpretation.
2. Development and use of analog and digital platforms and programs.
3. Development of interpretation strategies that promote diversity, equity, and inclusion to provide dynamic learning opportunities that increase accessibility to the Museum.

Skill and ability to:

1. Speak and write in English and Spanish in an effort to best reflect our diverse communities.
2. Use excellent written and oral communication skills, including editing, teaching, and presenting.
3. Exhibit strong leadership, interpersonal, planning, and organization skills.
4. Demonstrate a high level of problem solving skills and diplomacy.
5. Organize and accomplish multiple projects concurrently.
6. Work effectively with a wide variety of Museum staff, supporters, visitors, members, and volunteers.

Please email cover letter, resume, two writing samples, and salary requirements with job code PAM-IAM to HR@phxart.org

**** INCOMPLETE APPLICATIONS MAY NOT BE ACCEPTED FOR REVIEW ****

Job Status: Regular, full-time, exempt

EOE