

## *Education and Outreach Manager*

**Reports to:** Director of Education and Outreach

**Classification:** Full time, Exempt

### **Mission and Description of the Metal Museum**

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The Metal Museum is the only museum of its kind in the country dedicated to preserving, promoting, and advancing the art and craft of fine metalwork. The Museum engages the metals community and the surrounding region through exhibitions, collections, studio practice, and community education and engagement. The permanent collection and exhibition program reflect a wide range and mixture of metalsmithing, including ferrous and nonferrous metals, hollowware, jewelry, enamelware, sculpture, and architectural elements. With its unique focus on artwork and fine crafts made in metal, the Metal Museum helps initiate and promote dialogue and understanding the field and its relevance in our modern culture.

### **Purpose**

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The Education and Outreach Manager supports the Museum's education and outreach efforts through educational programming, public demonstrations, and community engagement. This role oversees mobile and onsite outreach programs, metalworking demonstrations, and workforce development initiatives. They are also responsible for the planning and coordination of all Metals Studio classes in blacksmithing, casting, and welding. The Education and Outreach Manager works closely with the Director of Education & Outreach and Metal Studios staff to deliver high-quality, accessible instruction across all large metalworking disciplines.

### **Essential Functions and Responsibilities**

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#### **Education**

- Manage registration and logistics for Metals Studio (blacksmithing, casting, and welding) classes and workshops. Responsibilities include, but are not limited to:
  - Create and maintain a master roster of classes and workshops.
  - Coordinate staffing for each class or workshop.
  - Manage class listings on the Metal Museum website.
  - Monitor registration and communicate with class and workshop participants.
  - Coordinate the distribution and collection of post-class evaluations.
  - Develop and distribute marketing materials and communications for classes and workshops.
- Manage adult, youth, and community education programming for the Metals Studio (blacksmithing, casting, and welding). Responsibilities include, but are not limited to:
  - Develop, organize, and maintain class documentation by creating a SharePoint folder for each class that includes the website description, extended description, budget, syllabus, drawings, reference materials, images, and other supporting documents.
  - Support studio staff in developing their class ideas, ensuring all necessary instructional materials and documentation are included.
  - Collaborate with the Department of Education & Outreach to develop educational video content for the website, YouTube, or other platforms that promote studio processes and educate the public on Metal Museum workshops and classes.
  - Develop, implement, and enforce studio safety procedures and policies in coordination with the Metal Studios Director.
  - Assist with tool and equipment maintenance, ensuring the studio remains a clean, safe, and professional environment.
  - Support and manage guest artists and instructors before and after classes and workshops.

- o Collect and provide feedback based on class surveys from participants to the studio and teaching staff.
- Oversee and lead tour group casting and forging demonstrations as well as off-site and on-site demonstrations, as needed, for a variety of audiences.
- Oversee educational workforce development initiatives, including instruction, student safety monitoring, and guidance on career pathways.
- Build career pipelines that help workplace development students transition into trades or educational paths.
- Monitor the performance of workforce development programs, including attendance rates, participant satisfaction, and long-term impacts, and then report the results to the Director of Education and Outreach.
- Assist with advanced learning opportunities for metal artists, including conferences, master classes, public lectures, panels, and demonstrations with visiting artists.
- Assist in the development of education and outreach programming with curatorial and development departments so that exhibitions and development programs align with community events.
- Assist with developing and leading hands-on metalworking activities, workshops, and classes for education and outreach programs.
- Assist the Youth Programs and Tours Manager in leading tours.
- Submit material and purchase needs, invoices, and check requests to the Director of Education & Outreach.

## **Outreach**

- Lead off-site outreach efforts via the Mini Mobile Metal Museum (M4), including safe transport and setup, and serve as a public-facing demonstrator and ambassador at schools, festivals, and community events.
- Train and supervise volunteers or interns supporting outreach events and M4 programming.
- Assist with the preparation and instruction for outreach programming, including but not limited to Family Fun Days and summer camps.
- Represent the Museum at education and outreach events.
- Assist with outreach administrative responsibilities, including vendor relationships, invoicing, scheduling, data tracking, and maintaining program documentation.
- Support and lead accessibility and inclusion efforts that foster meaningful engagement with underrepresented audiences and ensure a welcoming learning environment for all participants.

## **Institutional Responsibilities**

- Support the Museum's mission, vision, values, and strategic plan.
- Commit to a positive organizational culture based on mutual respect, cooperation, and openness to others' perspectives.
- Represent the Museum at various programs and functions, including, but not limited to, receptions, lectures, and artist talks.
- Other responsibilities may include, but are not limited to, greeting guests, monitoring building cleanliness, and assisting with public events.

## **Qualifications & Qualities of the Ideal Candidate**

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- A bachelor's degree in Art, Arts Education, or a related field or equivalent experience is required.

- Minimum of 2 years of teaching experience in blacksmithing, welding, casting, or related metalworking fields.
- Experience with youth instruction, non-profit education and outreach is preferred.
- Proficiency in Microsoft Office Suite, Google Workspace, and Adobe Acrobat Pro.
- Experience with Adobe Creative Suite and video editing software is preferred but not required.
- Strong written and verbal communication skills.
- Enthusiasm for arts education and working with K-12 students.
- Excellent organizational and project management skills that reflect the ability to prioritize and coordinate multiple projects while meeting deadlines.
- Ability to work with a diverse array of people, including Museum guests, supporters, clients, vendors, volunteers, and staff, in large and small groups.
- Ability to work independently and collaboratively.
- Must have a valid driver's license and be comfortable transporting and operating portable equipment.

## Physical Requirements

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The physical requirements described here represent those that an employee must meet to perform the essential functions of this job successfully. The employee is occasionally required to stand, walk, and/or sit for long periods of time. They must have physical dexterity and the ability to carefully handle objects, as well as the ability to lift and move items of various weights and sizes. Positions have occasions to lift and/or move objects of 50 lbs.

## Hours, Compensation, and Benefits

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The work week for this position is Tuesday through Saturday, 9:30AM – 5:00PM. Additional hours (nights and weekends) may be required. All full-time staff are expected to be available to assist with Museum events. All Museum staff must be available the week of Repair Days, which is held annually in October.

Salary starts at \$45,000. Salary is contingent on experience and ability. Benefits include health and dental insurance and a 3% Simple IRA employer match after 2 years of employment.

## To Apply

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Send a cover letter detailing fit and interest in the position, a resume, three references, and a digitized portfolio or website link that demonstrates experience in metalworking to Lucienne Auz, Director of Education and Outreach at [lucienne@metalmuseum.org](mailto:lucienne@metalmuseum.org). **Please, no phone calls.**

The Metal Museum is committed to building a culturally diverse staff and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. Studies have shown that women and people of color are less likely to apply to positions if they do not meet all qualifications. We strongly encourage any individual interested in the position to apply if they have most of the qualifications.