



## **JOB DESCRIPTION**

### *Museum Educator*

**Position:** Museum Educator

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

**Classification:** Exempt

#### **Mission & Description of the Museum**

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The Metal Museum is the only museum of its kind in the country dedicated to the advancement of the art and craft of fine metalwork. The Museum engages the metals community and the surrounding region through exhibitions, collections of fine metalwork, educational programs and publications featuring artists of national and international importance to the field. The permanent collection and exhibition programs reflect a wide range and mixture of metalsmithing, including ferrous and nonferrous metals, hollowware, jewelry, 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 of the field and its relevance in our modern culture.

#### **Purpose**

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The Museum Educator develops, maintains, implements, and evaluates Museum educational programming which includes but is not limited to demonstrations, hands-on activities, classes, and workshops. Utilizing in-person and virtual programs, the role provides opportunities for the public to learn about contemporary and historic metalwork, to learn metalsmithing techniques, and to engage in the metalsmithing community. This position requires a high level of collaboration with all members of the Metal Museum staff to create and implement programming that appeals to and engages with the Museum's visitors and community.

#### **Essential Functions & Responsibilities**

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##### **Education**

- Manage adult, youth, and community classes, workshops, and camps for the Metals Studios and Learning Space. Other responsibilities include but are not limited to: research and develop new classes; maintain supply inventory and reorder supplies as necessary; prepare and set up for classes and workshops as needed.
- Develop training programs and classes designed for individuals pursuing careers in metal fabrication, ensuring that students gain the technical skills and industry knowledge necessary for professional success.
- Assist with school tours, group and organization tours, and Gold Tours
- In collaboration with Metals Studios staff and the Director of Education, assist in advanced learning opportunities for metal artists, including the Forging on the River, and FIRE conferences and master classes and public lectures, panels, and demonstrations in collaboration with visiting artists
- In collaboration with exhibitions and collections staff, develop education and interpretation elements for temporary exhibits and permanent collection; includes, but is not limited to, digital and/or print materials, interactive gallery experiences, educational didactics, curriculum guides, hands-on activities, and virtual programs.
- Submit material and purchase needs, invoices, and check requests to the Director of Education and Outreach.
- Assist with the development of new education and engagement programming that increase awareness of the field of metalworking, which includes but is not limited to K-12 professional

development workshops, access and inclusion programs, and hands-on activities for tours, Storytime, Homeschool Days, and MYOs (make-your-owns).

- Create digital learning opportunities that correlate with K-12 school curriculums such as virtual classroom visits, virtual art lessons, virtual workshops, and virtual artist lectures and/or panels.
- Keep online educational content and information, which includes printable activities and home school lesson plans, up to date.

### **Engagement & Outreach**

- Assist the Director of Education and Outreach with developing activities and lesson plans for Forging the Future (FTF) and provide classroom instruction
- Attend community and cultural events in the capacity of promotion for the Metal Museum, education and outreach programs, and volunteer opportunities
- Assist with Family Fun Days and all other outreach activities as needed
- Assist with hands-on activities during Museum and outreach events as necessary

### **Institutional Responsibilities**

- Support the Museum's mission, vision, values, strategic plan and institutional DEAI initiatives.
- Commit to a positive organizational culture based on mutual respect, cooperation, and openness to other's perspectives.
- Represent the Museum at a variety of programs and functions.
- Other responsibilities may include, but are not limited to, greeting guests and acting as an attendant for the galleries; monitoring cleanliness of the buildings; and assisting with events

### **Physical Requirements**

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The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. 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 15-20 lbs.

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

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- Bachelor's degree in art, Art Education, Education, or a related field preferred
- Experience in metalsmithing required; experience in fine metals and jewelry making preferred
- Minimum 2-year experience in art education required; experience with youth instruction, non-profit education and outreach, or metalsmithing 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 communications skills
- Meticulous attention to detail
- Enthusiasm for arts education and working with K-12 students
- Excellent organizational and project management skills that reflect 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 both large and small groups.
- Must be culturally competent to work with individuals and groups from diverse racial, religious, ethnic, educational, ability, and socioeconomic backgrounds, as well as members of the LGBTQIA+ and gender non-conforming communities

## **Hours, Compensation, and Benefits**

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The work week for this position is Tuesday – Saturday, 9:30 AM – 5PM. 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 before, during, and after Repair Days, which is held annually in the fall.

Salary starts at \$22.00/hr. Salary is contingent on experience and ability. Benefits include health insurance and a 3% Simple IRA employer match after 2 years of employment.

## **To Apply**

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Send cover letter, resume, and three references to Lucienne Auz, Director of Education and Outreach at [lucienne@metalmuseum.org](mailto:lucienne@metalmuseum.org), and Quamesha Brown, Director of Operations at [quamesha@metalmuseum.org](mailto:quamesha@metalmuseum.org). Please, no phone calls.

The Metal Museum is an equal opportunity employer and 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. We are committed to building a culturally diverse staff and strongly encourage all qualified professionals to apply.