



Education Manager

Supervisors: Director of Education

Status: Full-time; nights and weekends as needed

Salary Range: \$40,000–\$46,000

The Education Manager will support the Education Department in developing and delivering innovative, enriching, and creative strategies for engagement with Pre-K through 12 students; college and university student; alternative learning communities, educators, and teens as well as public programming for the Museum's audience at large in tandem with the Education Assistant and Director of Education.

The Manager will lead, book, staff, and assess tours and programs for students and teachers; will lead the development of exhibition-based tools and resources for teacher and student learning; identify and communicate with teen audiences; and build college and university relationships and partnerships.

The Manager will oversee public programs including the Museum's virtual family programs, Third Weekend programs, Studio programs, and select adult programming including workshops and accessibility initiatives. The Manager will also oversee programming for teens and young adults including Aldrich Teen Fellows and internship opportunities with the Museum. Management of these programs will include development of content, training and management of volunteer and per diem education staff, collaboration with curatorial and marketing as needed, speaker and artist coordination, budget and material management, and implementation.

Successful candidates will be proactive and solution-oriented; have the ability to multi-task and be flexible; be comfortable interacting with people of all ages, needs, and abilities in an engaging manner; learn and apply new approaches in educational teaching and learning strategies; have excellent oral and written communication skills; be able to work evenings and weekends as needed; and above all be collegial and able to work collaboratively with the Museum's team while also cultivating relationships with outside partners. In addition, they will contribute to a positive organizational culture for Museum staff and volunteers.

Qualifications

- Knowledge of current trends and best practices in the areas of education and the arts
- 3 or more years of experience working in a Museum or equivalent setting
- 2 or more years of experience managing a team
- Knowledge and interest in contemporary art
- Excellent oral, written communication and interpersonal skills
- Strong attention to detail
- Self-motivated, flexible, and a team player
- Comfortable leading tours, workshops, and speaking to large groups and diverse audiences
- Pro-active problem solver; innovative and resourceful
- Prior experience with program assessment a plus



The successful candidate for this full-time position will be able to work well with the Museum's staff, Board of Trustees, and donor community, and be able to build a welcoming and positive environment for supporters. Strong writing skills are a must, along with an attention to detail, the ability to develop and manage budgets, and ability to juggle multiple projects at once. Candidates with enthusiasm for contemporary art and an interest in museum practice are encouraged to apply.

Please send a cover letter and resume in one pdf document to: nbayarsaihan@thealdrich.org, with the subject line "Education Manager." Qualified candidates will be contacted. No phone calls, please.

The Aldrich Contemporary Art Museum Non-Discrimination Policy

The Aldrich Contemporary Art Museum is committed to:

- The goal of achieving equal opportunity for all.
- Providing an inclusive and welcoming environment for all members of the community.
- Providing an inclusive and nondiscriminatory work environment in which all employees are valued and empowered to succeed.
- Providing a workplace free from harassment of all kinds.
- Compliance with all federal and state legislation and regulations regarding non-discrimination.

Consistent with these principles, The Aldrich does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, expression and characteristics, age, religion, national or ethnic origin, visible or invisible disability, veteran status, or any other protected status.