



## **SCHOOL AND COMMUNITY ACCESS MANAGER FULL-TIME POSITION**

The School and Community Access Manager develops, oversees, and evaluates inclusive programming that connects students and teachers, individuals with disabilities and their families, and Veterans to the Vero Beach Museum of Art and its collection and exhibitions.

### **Responsibilities:**

- Schedule school and community access programs; communicate relevant information to the Docent Chair, instructors/facilitators, facilities, security, and visitor services; input group information in scheduling software; track attendance; and assist with scheduling adult tours.
- Manage day-to-day organization and logistics of school and community access programs, including onsite, virtual, and offsite programs. Occasionally facilitate these programs, as needed.
- Assist the Director of Education with cultivating existing relationships local community organizations, including SDIRC, Alzheimer and Parkinson Association, Senior Resource Association, and the Veteran's Council, that serve and provide resources for core audiences.
- Develop, oversee, and evaluate inclusive programming that enables students and teachers, individuals with disabilities and their families, and Veterans to feel welcome and connected with the VBMA and its collections and exhibitions.
- Coordinate with the Docent Chair to write object-based, student-centered onsite and virtual tours, and in-classroom presentations for docents to facilitate with students.
- Supervise instructors/facilitators who teach onsite and offsite community access programs.
- Support the Director of Education as they work with community organizations and district administrators to design, implement, and evaluate professional development sessions at the VBMA.
- Maintain relevant pages on the VBMA website.
- Develop and track program budgets, including transportation reimbursements, grant proposals and reports, and other financial needs.
- In coordination with the Museum Art School Manager and Registrar, curate relevant exhibitions in the Patten Community Gallery and Eggert Children's Gallery during the school year and summer.
- Promote school and community access programs, as needed.
- Recruit, train, and manager community access volunteers.
- Assist Education staff to recruit, train, and support teen volunteers serving Education programs, including Summer Art Camp, Children's Art Festival, and Holidays at the Museum, among others; maintain student records for service learning and volunteer hours.
- Assist the Director of Education with docent meetings, trainings, and evaluation; recruiting potential docents; and designing and implementing training and evaluation for docent trainees.
- Maintain a solid understanding of the Museum's policies, procedures, educational practices and ideologies.

**Reports** to the Director of Education. **Works closely with** the Education team and all Museum departments and staff. This position is classified as exempt.

**Education and Professional Qualifications:**

- Bachelor's degree in art history, art education, education, museum education, or related field; MA preferred
- At least 3-5 years of teaching or administrative experience, either in formal or informal learning environments

**Requirements:**

- Highly organized and detail oriented
- Knowledge of a broad range of periods and styles in art as well as visual literacy strategies and teaching methods
- Comfortable working with diverse audiences, including PreK-12, neurodiverse, individuals with disabilities, and senior adults
- Superior written and verbal communication skills, including excellent public speaking abilities
- Strong computer skills (Microsoft preferred)
- Proven ability to manage multiple programs concurrently
- Previous supervisory experience
- Experience working with volunteers
- Level two background check required.

The Vero Beach Museum of Art is an Equal Opportunities Employer and seeks diversity in its workforce. The Museum is committed to attracting, retaining, developing and promoting the most qualified employees without regard to race, color, sex, age, religion, national origin, ancestry, sexual orientation, pregnancy, gender identity or expression, physical or mental disability, or past, present, or future service in the uniformed services of the United States, or any other characteristic prohibited by federal, state, or local law.

If you or anyone you know is interested in this position, please send a cover letter and resume to Danielle Elliott at [delliott@verobeachmuseum.org](mailto:delliott@verobeachmuseum.org).