



MUSEUM ART SCHOOL MANAGER

Working under the general supervision of the Director of Education, the Museum Art School Manager oversees the development, management, and evaluation of all Museum Art School (MAS) faculty, classes, workshops, labs, camps, and other studio programs.

Responsibilities:

- Develops robust schedules of year-round classes in a variety of media and disciplines, including exhibition-related programs; plans and coordinates workshops with local as well as nationally significant artists.
- In collaboration with the Director of Education, conceptualizes and shapes the vision of the Museum Art School, including evaluating existing classes, introducing new media and techniques, recruiting new faculty, and providing recommendations for growth as the VBMA develops plans to expand.
- Recruits, hires, trains, supports, and evaluates all MAS faculty, staff, and volunteers.
- Plans and coordinates MAS Open House events.
- Creates and administers surveys for MAS students each semester.
- Generates all text, including course descriptions, faculty biographies, etc., for quarterly MAS course schedules, website, and all Museum publications.
- Works with Communications and Marketing staff on promotional materials, press releases, and social media.
- Conceptualizes, develops, executes, and evaluates the VBMA's Summer Art Camp.
- Coordinates with appropriate staff for studio scheduling and set up.
- Develops, implements, and refines processes related to the MAS, including: enrollment, studio maintenance, access, and communication with faculty.
- Establishes and administers policies, manuals, and safety procedures for faculty, volunteers, equipment, and studios and provides related training and support for MAS faculty, staff, and volunteers.
- Works with community arts organizations to plan and schedule exhibitions in the Patten Community Gallery; coordinates installation and exhibition logistics with appropriate entities.
- Promotes the MAS by participating in local, state, and national professional development; stays abreast of lifelong learning research and best practices for studio programs.
- Prepares and manages annual budget, including all aspects of expenses and revenue.
- Works cooperatively with departments across the Museum on programs that connect the galleries with studios.
- Supervises the Clay Technician.

Requirements:

- Exceptional knowledge of a variety of artistic media and processes
- Excellent communication, organizational, and interpersonal skills
- Experience cultivating high-profile artists
- Proven ability to manage multiple projects concurrently

- Confidence in interacting with a diverse array of people, including faculty, MAS students, and community partners
- Proven track record of creating creative programming, classes, and/or workshops that align audience needs with studio practices
- Prior teaching and supervisory experience
- Flexibility with work schedule, including some nights and weekends
- Committed to welcoming and engaging people of all ages, perspectives, backgrounds, and abilities

Administration

- Attends staff and committee meetings
- Utilizes Customer Relationship Management (CRM) software for reporting and queries
- Maintains good working knowledge of the Museum’s policies, procedures, educational practices and ideologies
- Knowledgeable of and practice the AAM Code of Ethics
- Performs other duties deemed appropriate by the Director of Education and/or Executive Director

Education and Professional Qualifications:

- BA or BFA with a studio art, art education, or related background; MA or MFA preferred
- At least 3-5 years of arts administrative, academic, studio, or museum experience focused on successful implementation of studio, classes, and or other artistic engagement for a variety of audiences

Starting Salary Range: \$48,000-\$52,000 annually

Functional Relationships

Reports to the Director of Education. **Works closely with** Education, Facilities, and Marketing staff; MAS faculty; Visitor Services Representatives; other volunteers and the public. This position is classified as Full-Time Exempt/learned professional.

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 email your resume and cover letter to Chris Rhode, crhode@vbmuseum.org. Incomplete applications will not be considered. No phone calls, please.