



Moscow Contemporary
414 South Main Street
Moscow, Idaho, 83843

www.moscowcontemporary.org
MosCo@moscowcontemporary.org
Phone: 208.301.5092

Moscow Contemporary

Position Title: Art Educational Coordinator

Major Function:

This halftime position is part of a 3-person team that provides direction and vision for Moscow Contemporary. Education Coordinator is responsible for providing support and assistance to personnel for activities relating to the Education and Outreach Programs of Moscow Contemporary and assistance with creating a sustainable budget and fundraising activities for the educational outreach programs of the gallery.

Specific responsibilities include developing and presenting gallery educational materials; serving as liaison with volunteer docents, area schools, and community members; administering the gallery education program; assisting with development, grant writing, and fundraising activities at Moscow Contemporary; and general operational duties related to educational outreach programs. Provide overlapping support and supervision for the assistant director and director as needed, including appropriate use of volunteer and gallery monitor resources to accomplish gallery tasks.

RESPONSIBILITIES:

Moscow Contemporary does not discriminate against an individual with a disability in regard to job application procedures, the hiring or discharge of employees, employee compensation, advancement, job training, and other terms, conditions, and privileges of employment. Based on this commitment, various job duties on the job description have been analyzed to be to this position. Employers can continue to require all applicants and employees, including those with disabilities, to be able to perform the essential, non-marginal functions of the position. Reasonable accommodations may be provided to employees with disabilities to enable them to perform the elements of this position. Marginal job functions are ones that an employer may transfer to other individuals or not require to be performed by an individual with a disability. It is the responsibility of any applicant or employee with a disability to inform the employer that an accommodation is needed either to complete application procedures or to perform the duties of the position.

Responsibility	% of
Coordinate and Administer Educational Outreach Programs	100%
Content creation for gallery docent program	20%
● Works with personnel in a team environment to plan and implement overall gallery education & outreach program	
● Develops educational material in conjunction with gallery exhibition schedule by researching, writing, and preparing information about exhibitions that is grade-specific and used in docent training and for public edification.	
● Create tours and art educational activities that will be carried out by volunteer docents.	
● Procure the supplies necessary to accomplish lesson plans.	
● Creates Promotional Material to engage the community to participate in the Gallery Docent Program	
● Drives social media content	



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- Creates Promotional Material to engage the community to participate in the Gallery Docent Program

Docent Program recruitment and training, tours 20%

- Recruits, trains and schedules community volunteer docents by coordinating their continuing education and leading training sessions
- Documents education activities by developing and maintaining reporting and evaluation procedures.
- Lead tours for schools as one of the docents in the program, providing coverage when issues arise with scheduling of volunteer docents
- Supervise docent tours to ensure quality and to provide supplemental assistance with the smooth running of the program and quality art experiences for all tours

Adult education programming 15%

- Recruits and organizes teaching artists' programming for adult education workshops
- Creates promotional materials to engage participation in adult education programming
- Supports teaching artist with facility setup and breakdown for workshops

After School Art Program and Summer Camp 15%

- Recruits, hires, trains and supervises qualified After School Program and Summer camp instructors
- Assist in conducting background checks on new hires
- Creates promotional materials to engage participation in ASAP and Summer Camps
- Procures materials needed for ASAP and Summer Camps
- Ensure maintenance and organization of classroom and studios

Communicate with area schools 10%

- Develops the necessary school contacts to cultivate relationships that create school buy-in for outreach programs
- Serves as the primary contact for school groups and is the primary promoter of the gallery's outreach programs to the surrounding school communities
- Serves as a resource to area K-12 administrators and teachers by traveling to area schools to coordinate and schedule visits to the gallery with community volunteer docents and by helping to develop links between their curriculum and gallery programs

Program expansion 10%

- Providing support services to contribute to team efforts to expand outreach services to the community and surrounding area
- Provide research, guidance, and direction for future development of program that supports Moscow Contemporary's Mission and Vision

Grant writing and fundraising activities 5%

- Research grant opportunities, assist in writing grant narratives and supplying support materials as required by agency
- Comply with all agency procedures for the application process and reporting on grants



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- Develop fundraising activities in support of outreach programs

Additional tasks: 5%

- Provide Gallery Monitor coverage as necessary
- Attend staff and Board meetings as necessary and present on gallery education activities
- Provide assistance during installation and deinstallation of exhibitions
- Responsible for teaching classes as needed
- Other duties as assigned

MINIMUM QUALIFICATIONS:

Knowledge, Skills, and Professional Characteristics:

Education

- Bachelor's degree in Art, Art History, Arts Education, related field, or equivalent experience

Experience/Abilities

- Previous work experience in art education
- Excellent verbal and written communications skills
- Strong organizational skills
- Strong interpersonal skills
- Aptitude for working with K-12 school children
- Work independently and in a multi-layered team environment
- Fostering positive relationships, teamwork
- Familiarity with computer systems and applications
- Must be adaptable
- Must pass a comprehensive background check

ADDITIONAL DESIRABLE QUALIFICATIONS:

Knowledge, Skills, and Professional Characteristics:

Education

- Master's degree in Art History, Fine Art, Museum Studies or related field

Experience/Abilities

- Working experience in museum education programs, or administration
- K-12 teaching experience
- Familiarity with Idaho Visual Arts Content Standards and/or National Core Arts Standards



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MOSCOW CONTEMPORARY:

Moscow Contemporary is a new arts and education non-profit presenting the best in contemporary art and arts educational services to Moscow and the surrounding communities. Formed by the core belief that arts fundamentally express our shared humanity and generate new perspectives to build a better future, we are on a perpetual search to create deeply impactful experiences for our visitors. We harness a vast history of exploration and cultural awareness in tune with the current moment. Addressing the two most important needs of the arts community, Moscow Contemporary brings cutting edge artists to exhibit, and leverages these opportunities to create enriching educational programs.

Salary:

\$16,000 annually. This half-time, non-benefited position will maintain an average of 20 hours per week. Some evenings and weekends may be required as necessary to support the needs of the program and meet the needs of the community. This is a contracted position to be renewed annually. With additional funding this position may become full time in the future.

To Apply:

Submit a cover letter expressing interest and qualifications for this position along with a resume and 3 professional references via mail or email to:

Education Coordinator Position
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414 S Main St.
Moscow, ID 83843
Or: MosCo@MoscowContemporary.org

Review of applications will begin: Feb. 7, 2022.