



## **JOB DESCRIPTION**

### ***Museum Educator***

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

**Classification:** Full time, Exempt

### **Mission & Description of the Metal 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 is responsible for creating, managing, and evaluating in-person and virtual educational programming related to fine metals, including jewelry making, enameling, and small metals fabrication. This role oversees both adult and youth programming—such as classes, workshops, hands-on activities, and workforce development initiatives. The Museum Educator also leads tours and supports outreach efforts.

### **Essential Functions & Responsibilities**

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#### **Education**

- Manage registration and logistics for all Metals Studio and fine metals classes and workshops. Responsibilities include, but are not limited to:
  - Create and maintain a master roster of classes and workshops.
  - Coordinate staffing for each class or workshop.
  - Manage class listings on the Metal Museum website.
  - Monitor registration and communicate with class and workshop participants.
  - Coordinate the distribution and collection of post-class evaluations.
  - Develop and distribute marketing materials and communications for classes and workshops.
- Oversee the planning and delivery of adult, youth, and community programs. Responsibilities include, but are not limited to:
  - Develop and teach fine metals classes, workshops, and hands-on activities.
  - Research and propose new class offerings.
  - Manage inventory for education programming, including monitoring inventory, reordering supplies, and organizing materials.
  - Prep designated workspaces for classes and workshops, ensuring all set-ups meet instructional and safety needs.
  - Maintain studio tools and equipment, inventory tracking systems, and studio policies.
  - Develop and enforce safety procedures, coordinate repairs and upkeep to ensure a safe, professional environment.
  - Recruit teaching artists and provide them with technical assistance.
  - Assist the Director of Education & Outreach in recruiting, training, and overseeing interns and volunteers.
- Collaborate with communications staff to create and distribute promotional materials for classes and workshops, advertise upcoming opportunities, and maintain website and social media presence for classes and workshops.
- Develop and maintain digital learning opportunities and content that correlate to K-12 curricula for the website and other digital platforms, such as virtual classroom visits, art lessons, workshops, artist talks, and educational videos.

- Collaborate with the collections and exhibitions staff to develop corresponding educational programming for exhibitions, such as digital and/or print materials, interactive gallery experiences, educational didactics, curriculum guides, hands-on activities, virtual programs, etc.
- Assist the Education & Outreach Coordinator in leading tours, as well as developing hands-on activities for tours.
- Submit material and purchase needs, invoices, and check requests to the Director of Education & Outreach.

## **Outreach**

- Assist with the creation, preparation, and instruction of outreach programming, including but not limited to Family Fun Days, summer camps, and K-12 professional development workshops.
- Assist with advanced learning opportunities for metal artists, including conferences, master classes, public lectures, panels, and demonstrations with visiting artists. Responsibilities include preparing materials and spaces, supporting visiting artists, and providing fine metals instruction.
- Assist with workforce development programs such as after school programs, job fairs, and classes or workshops designed for individuals pursuing careers in metal fabrication. Responsibilities include ordering and prepping materials, creating lesson plans, and providing classroom instruction.
- Attend community and cultural events in the capacity of promotion for the Metal Museum, education and outreach programs, and volunteer opportunities.

## **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 others' perspectives.
- Represent the Museum at various programs and functions, including, but not limited to, receptions, lectures, and artist talks.
- Other responsibilities may include, but are not limited to, greeting guests and acting as an attendant for the galleries, monitoring the cleanliness of the buildings, and assisting with events.

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

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- A bachelor's degree in Art, Arts Education, or a related field or equivalent experience is required.
- An MFA in Metals, Jewelry, or Arts Education or a closely related field is strongly preferred.
- Experience in fine metals and jewelry making is preferred.
- Experience with youth instruction, non-profit education and outreach is 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 communication skills.
- Meticulous attention to detail.
- Enthusiasm for arts education and working with K-12 students.
- Excellent organizational and project management skills that reflect the 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 large and small groups.
- Must be culturally competent to work with individuals and groups from diverse backgrounds.

## **Physical Requirements**

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The physical requirements described here represent those that an employee must meet to perform the essential functions of this job successfully. 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 50 lbs.

## Hours, Compensation, & 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 \$42,000. Salary is contingent on experience and ability. Benefits include health and dental insurance and a 3% Simple IRA employer match after 2 years of employment.

## To Apply

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Send a cover letter detailing fit and interest in the position, a resume, three references, and a digitized portfolio or website link that demonstrates experience in metalworking 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. [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 committed to building a culturally diverse staff and is proud to be an equal opportunity employer. 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. Studies have shown that women and people of color are less likely to apply to positions if they do not meet all qualifications. We strongly encourage any individual interested in the position to apply if they have most of the qualifications.