



## THE JAMES MUSEUM OF WESTERN & WILDLIFE ART

### **DIRECTOR OF EDUCATION POSITION THE JAMES MUSEUM OF WESTERN & WILDLIFE ART SAINT PETERSBURG, FLORIDA**

#### **MUSEUM DESCRIPTION:**

The James Museum of Western & Wildlife Art (The Museum) is a newly organized Museum of Art currently under construction with projected completion in late 2017. Scheduled for opening in early 2018, the 84,000 SF facility will house the significant collection of Western and Wildlife art collected by Tom and Mary James over the past 35 years. The facility will include 30,000 SF of gallery space, a 120-seat auditorium, a 6,000 SF special events rental space, a double height lobby with water feature, store, café, education classrooms, over 200 covered parking spaces, on-site collection storage, administration offices, and back of house service facilities. Planned programming includes special exhibitions in a variety of genres, artist talks and demonstrations, art classes, docent tours, and children's activities.

#### **ABOUT THE POSITION:**

The Museum seeks a talented leader and educator to implement collection-related programming, events, and activities in this new institution. Reporting to the Executive Director and working closely with senior management, this leadership role is a vital part of the museum team.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Create and coordinate the Museum's annual calendar of programs for adults and children including the design and oversight of programs associated with exhibitions and the permanent collection. These programs could include: visiting artist talks, lectures, docent tours, films, art classes, children's activities, and other interpretive programs.
- Develop educational programs related to permanent and temporary exhibitions which are related to Florida's Educational Standards and National Standards.
- The Director of Education position will be the Museum's leader in providing engagement with, and access to the Museum and its collection for Tampa Bay K-12 schools and homeschool community.
- Plan, implement, and evaluate the docent-training program.
- Manage the creation of educational components and materials in the galleries.
- In collaboration with the Executive Director, develop and oversee an annual department budget.
- Serve as spokesperson for the Museum's educational programs, including but not limited to presenting at conferences, participating in panels, steering committees, writing and publishing, and speaking with representatives from the media as necessary.
- Work with Development team and executive team on grant writing, stewardship, cultivation, and engagement of diverse philanthropic supporters of arts education.

-Work with the Marketing department to promote the Museum's educational programs through print, social media, and the web.

-Other duties and responsibilities as required.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

-A strong knowledge of diverse teaching approaches relevant to art museum education, including inquiry based learning, object based teaching, project based learning, and visual literacy.

-Strong leadership skills, including the ability to promote cooperation and collaboration among various stakeholders and teams.

-Familiarity with a wide variety of evaluation, research, assessment and documentation approaches in arts, cultural, and educational work.

-Strong IT skills and familiarity with technology-driven museum learning.

-Excellent oral and written communication skills.

-Stellar management skills and the ability to multi-task.

-Ability to be an engaging public presenter and speaker to a multitude of diverse crowds.

-Outstanding customer service and visitor experience abilities.

### **QUALIFICATIONS:**

-A Master's Degree in Museum Education, Art History, Museum Studies, or education related field.

-At least 5 years of managerial experience within an arts, education or cultural institution.

-Experience in a museum environment is preferred.

### **WORKING CONDITIONS:**

-Office, gallery, and classroom environment

-Non-standard hours (generally within 8:00am-6:00pm, Monday-Friday) with extended nights and weekends probable

-Must be able to lift 20lbs

### **JOB TYPE**

-Full time

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**PLEASE SEND A RESUME AND COVER LETTER TO: [lauren.hearon@raymondjames.com](mailto:lauren.hearon@raymondjames.com)**