

ALBANY INSTITUTE OF HISTORY & ART

Director of Education and Community Engagement

Classification: Exempt

Work Schedule: Full-time (35 hrs/week), on-site. Typically Monday-Friday 9am-5pm with occasional weekend and evening duties as needed.

ALBANY INSTITUTE OF HISTORY & ART

The Albany Institute of History & Art, a museum and research library that connects visitors with the art, history, and culture of the Upper Hudson Valley of New York and beyond through exhibitions, programs and performances, school tours and activities, and our world-class collections of art and historical objects, is seeking a full-time Director of Education and Community Engagement to guide and oversee the organization's dynamic education department.

The Albany Institute has a history of innovative award-winning education and public programs that have served wide-ranging, diverse audiences in and beyond the region. The next Director of Education will possess a demonstrable record of successful leadership and innovation in the field.

As a museum of both art and history, the ideal candidate will be well versed in both fields and will work with staff to develop, implement, and evaluate a range of education programs for adults, families, children and school groups, including scholar lectures, community forums, studio classes and workshops, school tours, and curricula. The Director of Education and Community Engagement reports directly to the Executive Director.

The Albany Institute of History & Art seeks an experienced and innovative museum educator with a background in museum education, art history, or U.S. history for the position of Director of Education and Community Engagement. This senior staff member will have experience integrating science, math, and technology into programming as needed, provide vision and leadership for all education department activities, including curriculum-based school programs, the planning and implementation of speaker series, travel programs, performances, family, and school activities, school tours, curriculum development, and volunteer, docent, and intern programs. The position will also serve as the Institute's liaison for community partnerships that foster a richer understanding and engagement with the arts and history of the Upper Hudson Valley. The Director of Education and Community Engagement will supervise and lead a small team of educators and volunteers to develop creative, informative, and stimulating connections with the Institute's exhibitions and collections. This senior staff member will work in partnership with the curatorial department, the Executive Director, and other museum departments to realize these objectives and will coordinate with development staff to help identify and raise funding support for education projects and initiatives.

Key Responsibilities:

- Supervise and mentor education staff.
- Identify staffing needs as the education department, mission, and program evolves.
- Reinvigorate the museum's active core of docents and volunteers, as well as the museum's internship program.
- Liaise with local school districts and other organizations to provide vision and oversight for developing curricula aligned with NYS and national education standards and programs for schools, adults, children, and families on-site and off-site.
- Collaborates across museum departments to conceptualize and implement stimulating programs and speaker series that complement long-term and changing temporary exhibitions or relate to the collections of the Albany Institute.
- Oversees staff and volunteer docents who work with regional schools to provide gallery tours, discussions, and related hands-on activities.
- Coordinates the docent program and its training schedule; leads trainings on best practices in museum education; schedules educators and curators to provide additional trainings as needed.
- Reinvigorate and oversee the museum's intern program.
- Develop curriculum packages that relate to long-term and special project exhibitions.
- Conducts education department staff performance reviews.
- Seek out and identify potential support and assist with the writing and management of education grants.
- Assist development staff with other funding activities for educational programs and projects.
- Oversee the development and integration of new media and technologies for education program enhancement and delivery.
- Evaluate the effectiveness and quality of department activities as they relate to the museum's vision, goals, and objectives outlined in the Strategic Plan and monitor the department's annual operating and special projects budgets.
- Develop new opportunities for earned income in the department.
- Represent the museum within the community and at conferences.
- Participates in institutional strategic planning and assessments.
- Responsible for annual reporting and analysis of education activities
- Maintain a high professional profile regionally and nationally.

Education and Experience:

- MA in Education, American Art, Museum Education, or American History
- Minimum of 7 years of experience in a museum or arts and history nonprofit setting
- Proven track record in national and community-based educational programming
- Understanding of New York State Learning Standards and best practices in museum education
- Strong knowledge of New York State history and US and European art history
- Excellent writing and communication skills
- Experience in new technologies for effective program deliveries
- Driver's License preferred; Ability to transport materials to outreach programs required

Core Competencies:

- Familiarity with non-profit budgeting, and the ability to develop and manage budgets, and adjust plans to available resources
- The ability to juggle multiple projects and priorities, work under pressure and meet deadlines
- The ability to organize, prioritize and plan effectively in a fast-paced environment
- Attention to detail and accuracy
- Collaborative attitude, flexibility, and the ability to be a team player who will work collaboratively with AIHA staff, board, and community members
- Creative thinker and proactive problem-solver

Physical Requirements:

- Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus, or the Ability to read, write and speak English fluently.
- Required to talk, hear, stand, walk, use hands to finger, handle, or feel and reach with hands and arms.
- Dexterity to write and operate standard office machines such as computers, printers, copiers, fax machines, phones, monitors, and other office and/or presentation-related equipment as required.
- Able to perform the essential job functions consistently safely and successfully with ADA, FMLA, and other federal, state, and local standards, including meeting qualitative and/or quantitative productivity standards.
- Able to maintain regular, punctual attendance consistent with ADA, FMLA, and other federal, state, and local standards.

Working Conditions and Environmental Factors: The work environment characteristics described here are representative of those the employee will experience on the job. While performing the duties of this job, the employee is working in office and/or client settings and may be exposed to items such as, but not limited to toner, office equipment, dust, and low noise levels.

ABOUT THE ALBANY INSTITUTE OF HISTORY & ART

Founded in 1791, the Albany Institute of History & Art is New York's oldest museum. Its collections document the Hudson Valley as a crossroads of culture, influencing the art and history of the region, the state, and the nation. With more than 35,000 objects and one million documents in the library, it is an important resource for the region, giving our community a sense of the part the Hudson Valley played in the American story and our own place in history. Permanent and temporary exhibitions are open year-round and create a sense of place, allowing visitors to meet the people who helped shape this region. Among the museum's best-known collections are the nineteenth-century Hudson River School landscape paintings by artists like Thomas Cole and Frederic Church.

The Albany Institute of History & Art is an equal-opportunity employer. The Institute embraces diversity in thought, background and experience and insists on equal employment opportunities for all applicants. We ensure that all employment opportunities are provided to qualified individuals irrespective of race, traits historically associated with race (including, but not limited to, hair texture and protective hairstyles), creed, color, national origin, ancestry/place of birth, citizenship/immigration

status, religion, age, sex (including pregnancy), height, weight, reproductive health decision making, sexual orientation, gender identity or expression, marital status, familial status, veteran status, military status, disability, predisposing genetic characteristics, domestic violence victim status, stalking, or sex offense victim status, or any other basis protected by applicable law. AIHA also does not unlawfully discriminate against applicants or employees based upon arrest or conviction records. All such discrimination is unlawful, and all persons involved in the operations of AIHA are prohibited from engaging in this type of conduct.

The museum offers a comprehensive benefits plan including medical, dental, vision, paid sick and vacation time as well as access to a long-term pension program. Salary commensurate with experience in the range of \$60,000 to \$70,000.

TO APPLY

Please send a resume and cover letter to employment@albanyinstitute.org. Position open until filled. No phone calls please.