

Director of Education

Reports to: Executive Director

Department: Education/Curatorial

Classification: Full Time, Exempt

Salary & Benefits: \$50–60K salary, medical, dental, and vision benefits

Schedule: Monday–Friday, with some evenings and weekends; some flexibility in schedule

Start date: TBD

BELLEVUE ARTS MUSEUM MISSION

Bellevue Arts Museum provides a public forum for the community to contemplate, appreciate, and discuss visual culture. We work with audiences, artists, makers, and designers to understand our shared experience of the world.

SCOPE OF POSITION

Bellevue Arts Museum seeks a Director of Education to lead our Education team starting in the spring of 2021. This position provides key vision and leadership for all of BAM's educational programming, including lectures, workshops, performances, camps, community outreach, docents, tours, and more. The Director of Education is one of the Museum's Senior Staff and works collaboratively with Museum colleagues to implement the shared vision and mission. This position will oversee two full-time staff, as well as seasonal staff, interns, and volunteers. It is important for the Director of Education to be able to balance detailed planning and program implementation with higher-level strategy and leadership.

DUTIES

Leadership & Strategic Planning

- Lead visioning, strategic planning, evaluation, and professional development for BAM's Education department and programs.
- Represent the Education department in weekly Senior Staff meetings and participate in decision-making discussions of ongoing Museum planning, challenges, key events, etc.
- Communicate about Education department's mission and programming to the BAM Board of Trustees.
- Work with Development department to assess funding needs for programs, assist with grant applications and sponsor relationships as needed.

Program Development, Implementation, and Evaluation

- Collaborate with Education staff and other departments to create, schedule, implement, and evaluate public programs related to BAM's mission and exhibitions, including, but not limited to lectures, symposia, workshops, tours, demonstrations, interdisciplinary events, classes, and interactive activities.
- Coordinate with speakers, artists, curators, and panelists to create innovative and engaging experiences for BAM visitors.
- At major public programs, introduce speaker, represent the Museum to the public, and ensure a smooth run-of-event.
- Create a system for program evaluation and implement mechanisms for audience feedback.

Community Partners & Outreach

- Manage relationships with community organizations who partner with the Museum on educational programming.
- Develop partnerships with community organizations and/or audiences to create programming that relates directly to the Museum's mission.

- Work with Education Manager to oversee and guide the Museum's Educator Advisory Board, with the goal of creating strong relationships with local teachers, students, and schools.

Interactive & Gallery-based Learning

- Determine direction and create annual schedule for BAM's Community Education Gallery (CEG) in the Museum, featuring exhibits and activities that promote educational enrichment and cultural awareness.
- Work with outside organizations on proposals, scheduling, events, and activities for the CEG.
- Oversee the Museum's interactive learning spaces (Imagination Stations), working closely with the Education Manager to create new activities, projects, and displays.

Administration & Staff Management

- Maintain recordkeeping and data for all Museum programs.
- Create and manage the budget for Education department.
- Oversee and mentor all Education department staff, including Education Manager, Docent & Tours Coordinator, seasonal/part-time staff, and interns.
- Participate in professional development and networking opportunities for museum and arts professionals, both locally and nationally.
- Create and adhere to Museum policies to assure the safety, professionalism, and wellbeing of Museum staff and visitors.

SKILLS, KNOWLEDGE, & ABILITIES

- Knowledge of and enthusiasm for art, art history, museums, and audience engagement.
- Confidence in public speaking.
- Interpersonal skills emphasizing tact, diplomacy, and empathy.
- Time management skills, the ability to balance many projects and priorities at once.
- Ability to work collaboratively as part of team, with an open, positive, and learning-focused attitude.
- Ability to work evenings and weekends as programs schedule requires.
- Knowledge of and experience in audience development, community outreach, and audience research and evaluation.
- Experience managing full-time employees, interns, and volunteers.
- Experience in teaching, training, and/or program facilitation.
- Knowledge of best practices in human resources and employee engagement.

QUALIFICATIONS

- Bachelor's or master's degree in art, art history, museology, art education, arts administration, or related field; or equivalent practical experience in the field.
- Minimum 5 years of experience in education, arts, museums, or related fields.
- Physical ability to perform the essential functions of the job.
- Successful clearance of criminal background check.

TO APPLY

Submit a recent resume and cover letter with "Director of Education" in the subject line to hr@bellevuearts.org. No calls, please. Position open until filled.

Bellevue Arts Museum is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.