

Job Description – Gibbes Museum of Art

Current Update: July 2017

Job Title: Curator of Education

Basic & Primary Responsibilities of Position:

The Curator of Education develops, manages, implements, and curates a cohesive group of education programs that link Pre-K - college audiences with the Gibbes Museum of Art's collections, exhibitions and visiting artist program. This position acts as an integral part of the program development process and will work closely with the director of programs and digital engagement, curator of collections, and the curator of exhibitions. The curator of education is committed to arts-integration K-12 education and creates innovative and collaborative educational programs for youth in partnership with various educational institutions and organizations, as well as other departments at the Gibbes.

Break Down of Essential Functions:

Primary Functions-Listed in order of importance.

- Develops and implements interdisciplinary curricula (on-site, mobile settings, and virtual) based on exhibitions for a variety of programming needs including early childhood programs, school field trips, alternative educational settings, and weekend and summer camps.
- Builds relationships with Pre-K - college teachers and administrators, and with community stakeholders to develop new initiatives, collaborations, and art related educational programs and to promote these programs in the community.
- Works with curator(s) to develop interpretive material and programs for museum exhibitions, publications, and other appropriate contexts.
- Recruits and manages museum educators and teaching artists. Additionally supervises the development and training of a corps of museum docents and interns. Serves as museum liaison to docent corps.
- Maintains a visible presence in the local, state, and national professional community by presenting information about the museum's education programs and establishing communication and exchange with other museums implementing exemplary programs.
- Creates and tracks education budget and its programs. Is responsible for other administrative duties required to successfully manage all education programs.
- Works with the Gibbes Creative Director and Director of Development to market and identify program-related funders. Collaborates and assists Director of Development with solicitations by meeting with prospective donors and providing information required for grant proposals and reports including program narratives and budgets.
- Develops on-line supplementary educational resources, curricula and activities to support museum-based programs. Additionally, establishes and maintains relationships with other museum educators regionally and nationally.

