



## **Job Description – Gibbes Museum of Art**

Updated: December 2022

**Job Title:** Education and Programs Assistant

**Department:** Education and Programs

**Reports To:** Director of Education and Programs

### **Position Summary:**

The full-time Education and Programs Assistant is responsible for facilitating and supporting the Museum's programmatic and educational initiatives. Under the guidance of the Director and the Curator of Education and Programs, this position assists with the Museum's education and visitor enhancement programs. Primary duties include coordinating and scheduling tours, classes, and programs. Additional duties include assistance with program logistics and implementation, marketing and audience engagement efforts, facility setups and maintenance, and other critical support in fulfilling the Museum's mission.

### **Essential Duties and Responsibilities:**

- Manages tour reservations and scheduling.
- Serves as primary liaison and trainer for Museum Interpreters and volunteers.
- Provides exceptional customer service to all education and program constituents; acts as main point of contact to process program booking requests and provides information to participants regarding program content, scheduling, costs, payment processing and policies; responds to external inquiries.
- Assists with planning and execution of major and minor events and related programs, including logistics, communications, fundraising, and marketing.
- Assists with education and enhancement program scheduling, calendars, AV slides, and event updates.
- Maintains cleanliness, organization, and supply inventory of classroom and studio spaces.
- Assists with social media and digital marketing content and strategies.
- Coordinates program logistics, including IT support, facility needs, event setup, check-in, and breakdown.
- Analyzes data and generates reports as needed to support timely review of program feedback, decision-making, grant reporting, and budgeting.
- Assists with installation of the Art Sales Gallery and logistics involved with the Visiting Artist Program.
- Conducts research and provides general support for education and program initiatives as directed.
- Performs other duties as assigned.

### **Job Requirements:**

- Bachelor's Degree in Arts Education, Art History, Management, or related field.
- 1-2 years of relevant work experience required; administrative, museum, or public program development and execution experience preferred.
- Enthusiasm for working in an educational environment with children and adults.
- Must pass a background check prior to employment.
- Must be able to work a flexible schedule; to include weekends and evening hours as needed.

**Knowledge, Skills & Abilities:**

- Ability to implement, coordinate, and complete projects in a timely manner, and to establish priorities and perform work independently.
- Demonstrated ability to supervise part-time personnel, volunteers, and interns.
- Ability to communicate effectively with a variety of individuals and relate in a positive manner with all cultures and socioeconomic audiences.
- Excellent command of English usage, grammar, and spelling, both in verbal and written form.
- Demonstrated ability to foster trust and work with confidential information.
- Strong organizational skills and attention to detail.
- Efficient in maintaining hard copy and electronic copy file maintenance and documentation.
- Proficient in Microsoft Word, Excel, PowerPoint, Adobe Photoshop, and Google Suite. Preference given to candidates with prior nonprofit software (Blackbaud's Altru) and point of sale system experience.
- Ability to use AV and standard office equipment, and current PC networking system.
- Ability to lift weight or exert force on objects up to 35 pounds.

**Compensation:**

- Salary: \$35,000 - \$38,000 per year
- Generous paid time off
- 15 paid holidays
- 401 (K) matching
- Paid health, dental, and vision insurance
- Paid parking

**Position:** Full-time, Non-exempt

**Please provide the following as part of your application:**

- Cover letter detailing your interest in the Gibbes Museum of Art and your qualifications (PDF)
- Resume including education and experience (PDF)

Send application by email to: [careers@gibbesmuseum.org](mailto:careers@gibbesmuseum.org)

*The Gibbes Museum of Art is an equal opportunity employer and considers all candidates for employment regardless of race, color, sex, age, national origin, creed, disability, marital status, sexual orientation, or political affiliation.*

Location: 135 Meeting Street, Charleston, SC 29401