

Leigh Yawkey Woodson Art Museum

Youth and Family Program Manager

The Leigh Yawkey Woodson Art Museum, north central Wisconsin's only accredited art museum, located in Wausau, serves a largely rural, 15-county geographic area. Its diverse changing exhibitions and related education programs have garnered regional, national, and international recognition. The Institute of Museum and Library Services recognized the high quality of the Woodson Art Museum's community engagement by awarding the Woodson the 2017 National Medal for Museum Service.

The Youth and Family Program Manager serves as one of two educators in the Museum's education department, both equally responsible for managing the Museum's education functions. The person in this position is responsible for docent and school programming, including research, strategic planning, creative development, presentation, and publication duties, and developing, implementing, and assessing the Museum's docent and school programs and projects. The successful candidate must be a person who can work with diverse groups of people in a fast-paced, dynamic environment.

Principal Duties and Responsibilities:

- Plans, organizes, implements, and evaluates education programs and activities for docents and school groups.
- Recruits, trains, and supervises volunteers, including Museum docents and greeters in collaboration with the Artist Residency and Adult Program Manager.
- Develops, implements, promotes, and oversees all school group experiences, including playing a hands-on role.
- Acts as the Museum's liaison to local and regional public and private education communities as well as regional and national museum education communities.
- Participates in development and implementation of the Museum's outreach and residency programs in collaboration with the Artist Residency and Adult Program Manager, including artist residencies, SPARK!, and Art Beyond Sight.
- Helps develop, design, and collaborate in assembling tour props and hands-on art materials, including Art Kits.
- Conducts research regarding the permanent collection, changing exhibitions, and educational theory as it relates to the museum experience and lifelong learning (both formal and informal).
- Formulates annual budgets for docent and school programs and maintains oversight of these budgets.
- Represents the Museum before professional museum organizations, funding agencies, businesses, service clubs, government agencies, and the public.
- Maintains flexibility in supporting educational programming as needed.

Experience and Qualifications:

- Bachelor of Arts in art education, art history, education, studio art, museum studies, or a related field.
- Ability to organize multiple tasks, establish priorities, and work collegially.
- Excellent written and oral communication skills.
- Experience / familiarity with early childhood education is preferred.
- Comfortable working with a variety of art materials and developing hands-on projects.

- Proficiency with Microsoft Office 365 (Word, Excel, Power Point, Outlook, and Teams) and familiarity with Adobe Creative Suite (InDesign, Photoshop, Illustrator).
- Attention to detail, efficiency, high level of initiative and creativity, and ability to meet deadlines.
- Ability to simultaneously design, develop, maintain, organize, and move multiple projects from concept to completion, implementing feedback from multiple sources.
- Outstanding interpersonal skills with the ability to work collaboratively and build community relationships, as well as ability to work independently.
- Ability to work occasional evenings and weekends at Museum programs and events as needed.
- May need to climb up and down stairs; lift to move materials; pull/push, lift, and carry up to 25 pounds.

Job Type: Full-time, exempt, annual salary range \$50,000-55,000, benefits (including health, long-term disability, and retirement with employer match), paid holidays and vacation, and the opportunity to work with a dynamic team at one of Wisconsin's leading cultural institutions.

The Woodson Art Museum is proud to be an equal opportunity employer and welcomes all to apply. We aim to attract and retain talented people from all backgrounds.

The position will remain open until filled; applications reviewed as received.

Applicants must submit a cover letter along with a resume to:

awojciechowski@lywam.org

Subject: Youth and Family Program Manager

or:

Amalia Wojciechowski, Assistant Director and Collections Curator

Leigh Yawkey Woodson Art Museum

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