

**Leigh Yawkey Woodson Art Museum**  
**Assistant Educator and Volunteer Coordinator (on-site)**

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.

**Job Summary:**

The Assistant Educator and Volunteer Coordinator works with the Museum's education department to complete assigned projects regarding education programming; communicates with and manages the Museum's volunteers; organizes and helps implement volunteer recruitment and training; covers Visitor Services as needed; and gains experience in other administrative responsibilities.

**Experience and Qualifications:**

- Associate degree required, Bachelor's Degree preferred.
- Ability to organize multiple tasks, establish priorities, and work collegially.
- Excellent written and oral communication skills.
- Proficiency with Microsoft Office 365 (Word, Excel, Power Point, Outlook, and Teams).
- Proficiency or experience with personnel management software.
- Establish partnerships and maintain relationships with local schools and community organizations.
- Attention to detail, efficiency, high level of initiative and creativity, and ability to meet deadlines.
- 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.

**Physical Requirements:**

While performing the duties and responsibilities of this position, the employee is regularly required to walk, sit, stand, and move from place to place. The employee is occasionally asked to lift up to 25 pounds and move tables and chairs as needed.

\*This information is not an exclusive or exhaustive list of all job functions of an employee in this position

**Job Type: Part-time, approximately 30 hours per week, starting at \$18 per hour, paid holidays and vacation, inclusion in the Museum's Simple IRA program, an invitation to contribute to a Health Flex Spending Account under the Museum's cafeteria plan, 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](mailto:awojciechowski@lywam.org)**

**Subject: Assistant Educator and Volunteer Coordinator**

**or:**

**Amalia Wojciechowski, Assistant Director / Collections Curator**

**Leigh Yawkey Woodson Art Museum**

**700 North 12<sup>th</sup> Street**

**Wausau, WI 54403**