
Title of Position *	Director of School and Family Programs
Institution *	Sid Richardson Museum
Position Location: City & State *	Fort Worth, Texas 76102
Position Closing Date	

About the Institution

The Sid Richardson Museum displays permanent and special exhibitions of paintings of the American West, including paintings by the premier Western artists, Frederic Remington and Charles M. Russell. The works are the legacy of the late oilman and philanthropist, Sid W. Richardson, and were acquired by him from 1942 until his death in 1959. Following Sid Richardson's philosophy of helping others, this free Museum is open seven days a week and offers educational resources, tours and programs for adults and young people.

Institution Website Address

<http://www.sidrichardsonmuseum.org>

Summary of Responsibilities

The museum seeks enthusiastic and creative thinker to develop, teach, manage and evaluate onsite studio art lessons for children offered with docent-guided school tours, spring break and summer camps, weekend workshops and family days. The Director of School and Family programs designs and presents programs that engage children in innovative and enjoyable art-making activities, establishing a safe and inclusive environment. The Director of School and Family Programs oversees the docent program, booking tours/scheduling docents, working with the Director of Education Resources. The Director of School and Family programs works with the Director of Adult Programs to plan and implement docent continuing education; and, with the Museum Director to evaluate docent programs. The Director of School and Family Programs offers occasional studio activities for adults as a component of public programs offered by the Director of Adult Programs. Periodically, a new docent course is offered; when offered, the Director of School and Family Programs will recruit and interview applicants and, with the museum team, implement a docent training course.

- Develop, schedule and teach age-appropriate studio art programs offered in conjunction with docent-guided gallery tours for school audiences, engaging audiences in experiencing, understanding and enjoying the museum's collection and special exhibitions, promoting the museum's mission.
 - Order and prepare supplies so they are ready for student use and so an art-making lesson may be completed in a 45-60 minute time period. Clean up after each studio art-making lesson and prepare classroom for next event.
 - Plan, prepare and deliver children's workshops, family days, teen programs, and summer camps and manage registration. Market programming and events through email and website. Coordinate with web design consultant to promote programs.
 - Manage budget of consumable supplies to support program needs.
 - Maintain communications with docents to align tour and studio goals. Train docents to assist in studio classroom, as applicable.
 - Document and evaluate programs to determine improvements needed.
 - Maintain museum's in-house Outlook calendar of studio programs.
 - Provide staff support, working with museum team members at all levels and carrying out other duties as may arise, including assisting during special events.
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Required Qualifications

- BA degree in art education required. MA degree in art education a plus. Demonstrated working knowledge of education standards, theories, and practices, along with K-8th grade learning and teaching strategies.
- Elementary school art teaching experience or experience working with youth in a museum as a teaching artist required.

Experience developing, managing and presenting art-making lessons. Well-honed teaching, studio art, project management, and organizational skills.

- Museum Certification or demonstrated knowledge of informal learning is a plus.
- Strong speaking skills, fluency of computer skills, and ability to work independently and collaboratively. Ability to communicate effectively and with diplomacy when interacting with staff, volunteers, and the public.
- Must be able to stand for three hours of time, walk, bend, and use stairs. Frequent use of hands and light lifting is needed.
- Must be willing to learn about the Museum's collection, local history/cultural venues.
- Flexibility necessary; must be able to work occasional evenings and weekends for program implementation or oversight, and/or to support team members' programs.

Compensation

Competitive salary and employee benefits.

Apply at this Website:

https://www.sidrichardsonmuseum.org/position_available.php

Apply with this email:**Special Instructions to Apply:**

Mail letter of interest, resume, completed application form (print on 8.5" x 14" paper) which is available on the Employment section of the museum's website, with professional references, and a statement of your teaching philosophy with a brief description of a 45-minute art-making lesson for elementary students, using works by Charles M. Russell or Frederic Remington to:
Director of School and Family Programs
Sid Richardson Museum
309 Main Street
Fort Worth, Texas 76102
If additional space is needed, complete supplemental employment history form.
