Westmont College

Museum Outreach/Education Coordinator – 11 months per year
Westmont Ridley-Tree Museum of Art

Position Summary: The Museum Outreach/Education Coordinator is responsible for supporting the fostering involvement of students, faculty, and the community in the Westmont Ridley-Tree Museum of Art.

Qualifications: Requirements include: BA in studio art or art history, experience in a museum or gallery or museum studies class desirable; personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations; research and organizational skills; attention to detail; strong computer skills with graphic software experience (such as Adobe Suites) preferred; experience in handling art; willingness to be actively involved and visible in the Tri-county art community; and experience moving art pieces preferred but not required. Must be able to work occasional evenings, weekends, and holidays.

Responsibilities:
- Organize and coordinate logistics for lectures, symposia, festivals, and salons
- Serve as liaison to faculty in encouraging interdisciplinary student/classroom participation in the Museum.
- Assist in exhibition development; works closely with the Collections Manager in the preparation of galleries and in the designing of installations.
- Organize and coordinate logistics for special events such as opening parties or cultivation luncheons.
- Assist the Director with annual membership drive and annual fund appeal.
- Coordinate Museum publicity, including printed materials and updating the website.
- Work with the College Communications Department to create press releases and additional printed materials for events.
- Serve as liaison to Westmont Art Council and Council Executive Leadership team, including scheduling the monthly meetings.
- Attend and record meeting notes for the Museum Board of Advisors.
- Supervise and train student employees, including scheduling students to staff the Museum during exhibitions.
- Schedule and lead Museum tours with the community.
- Work with Museum Director to implement strategies for increasing museum attendance among Westmont students and the general public.
- Interpret collections with labels, rack carts, entries and wall text to enrich visitors’ experiences.
- Research grants and prepare proposals for the Museum.
- Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers by sharing ideas and resources willingly, constructively and positively; respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds.
- Other duties as assigned.

Reports to: Director of Museum