

**Moore College of Art and Design
Job Posting**

Status: Exempt
Position: Education & Public Engagement Coordinator
Reports To: Director/Chief Curator of The Galleries at Moore

Purpose: Coordinates all aspects of The Galleries' educational, outreach, and public programs

Requirements:

- Undergraduate degree in art history, fine arts, museum studies, art education, studio art or related field required; graduate degree in related field/s preferred
- Knowledgeable about current practices in museum/community education and interpretation
- Passionate about being a member of a small team developing new art initiatives with a strong visitor-centered community dynamic
- At least 2-3 years of professional experience in an art gallery, museum, or alternative space
- Proficient in the following computer skills: Microsoft Suite (Word, Excel, PowerPoint), Adobe Creative Suite (Illustrator, Photoshop, InDesign), website CMS system/s, and demonstrated facility with social media

Responsibilities and Duties (under direction of Director/Chief Curator):

1. Public Programs

- a) Develop and implement public programs that enhance exhibitions through museum education, interpretation, and social engagement.
- b) Plan artist talks, scholarly lectures, panel discussions, gallery tours, discussion groups, workshops and social events.
- c) Engage campus faculty, coordinate and lead class tours; arrange artist and/or visiting curator visits to classes/critiques.
- d) Actively engage Moore's community of students and faculty in collaborative programs, including managing the Art at Lunch speaker series.
- e) Manage all aspects of The Galleries' online radio/podcast station TGMR through mixlr.com.
- f) Manage all aspects of K-12 programs including guided tours, lesson plans, in-gallery activities, after-school programs, etc.
- g) Engage the public and community organizations as gallery participants and visitors.
- h) Arrange travel, accommodations, and payment for visiting artists and speakers.
- i) Secure speaker agreements and maintain documentation for archive files.
- j) Arrange to have selected programs documented and upload photos to website and social media pages (Instagram and Facebook).
- k) Evaluate attendance and level of engagement and learning from programs with the goal of program improvement and enhancement.

2. Outreach and Marketing

- a) Working with Director/Chief Curator and Marketing & Communication staff, develop annual outreach and marketing plan that reaches priority targeted audiences, increases visibility of The Galleries, and leverages resources for maximum benefit.
- b) Write outreach and marketing materials, incorporate curatorial content produced by Director/Chief Curator, proofread, and deploy.
- c) Manage thegalleriesatmoore.org, update exhibitions, calendar events, and all other maintenance.
- d) Design e-newsletters, prepare for director's proofing, and schedule for release.
- e) Maintain timely and dynamic public information resources via campus calendars (digital and analog) and social media.
- f) Work with Marketing and Communications Office to produce press release and calendar announcements, and actively seek press coverage.
- g) Maintain and expand The Galleries' e-news mailing list.

3. Development

- a) Work with Director/Chief Curator to secure funding for The Galleries' programs.
- b) Conduct research for additional funding opportunities for public programs.
- c) Work with the Director/Chief Curator to administer grants for education programs.
- d) Work with Development Department to shape and write proposals to government agencies, foundations, corporations, and individuals to secure funding for general operating, exhibitions, education, outreach and all other programs.
- e) Maintain grant files.

4. Visitor Services

- a) With assistance from Director/Chief Curator, design and maintain all on-campus signage and public information about The Galleries' programs.
- b) Prepare and produce exhibition labels.
- c) Provide public with printed material about exhibitions, programs, and all special events.
- d) Maintain archives for all exhibition-related education and public programs.

5. Event Promotion

- a) Maintain up-to-date master calendar of public programs and events.
- b) Register events with Facilities Rental staff; reserve rooms and equipment.
- c) Coordinate with catering, facilities, and other departments/organizations to schedule and produce events.
- d) Set-up and take-down of The Galleries' events.
- e) Open/close The Galleries during off-hours for special events (as needed).

6. Other

- a) Work with The Galleries' full-time and contractual staff on general day-to-day support of all of The Galleries activities.
- b) Serve as The Galleries' representative in the educational community and the community at-large.
- c) Train and supervise work-study students and interns.

Physical Requirements

Periodically move throughout The Galleries and other campus facilities, ability to ascend and descend stairs, frequent use and carrying of technical equipment (speakers, microphones, etc.), movement of and ability to walk up/down ladders up to 10 feet, ability to assist installation crew as needed, and must be able to lift up to 30lbs. Some evening and weekend hours are required.

To Apply

Interested candidates send your resume and **cover letter with salary requirements** to: Moore College of Art and Design; 1916 Race Street; Attn: Director of Human Resources; Philadelphia, PA 19103 fax: 215.568.1773, email: HR@Moore.edu.

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