

**Family and Community Engagement Manager
Katonah Museum of Art**

Status: Full Time, Non-Exempt

Reports to: Curator of Education

Date Posted: July 17, 2023

Salary: \$42,000-\$45,000 per year plus benefits

SUMMARY:

The Katonah Museum of Art (KMA), located in Westchester County, seeks a dynamic, creative, collaborative museum educator to join its Education Department. The Education Department creates innovative visitor experiences and fosters deep community connections through its renowned school, youth, and family programs, community outreach collaborations, interpretive materials, and Learning Center installations.

Reporting to the Curator of Education, the Family and Community Engagement Manager oversees the design, development, and implementation of Learning Center exhibitions and related interpretive strategies, materials, and interactives that actively engage KMA audiences. The Manager is also involved in creating, teaching, and evaluating public programs for youth, family, teen, and community audiences.

DUTIES & RESPONSIBILITIES:

The Learning Center

The Learning Center is a family-friendly, art-making space that is available to visitors on a daily drop-in basis. Temporary installations are rotated in tandem with the Museum's exhibition schedule, offering engaging exhibitions, projects, and materials that expand and deepen the gallery experience for visitors of all ages, especially children and their families. Past Learning Center exhibitions have included original picture book illustrations, concept-based, and artist designed installations. The Manager will:

- Research, develop, and implement Learning Center exhibitions for each gallery rotation (3-4 installations per year) that complement the main exhibitions on view.
- Produce and create all Learning Center hands-on materials and projects to align with the exhibition. These materials include interactive installations, activity boxes, family guides, and worksheets.
- Manage and maintain the physical space including organization, upkeep, and materials inventory and purchasing.
- Train Guest Services Associates for their responsibilities in the Learning Center.
- Evaluate the use of the Learning Center space and related programming.

Interpretive Experiences and Materials

- Develop, design, and implement interpretive materials and experiences throughout the Museum which may include additional interactive gallery components, audience engagement activities, interactive materials, and family guides as they relate to changing exhibitions.
- Collaborate with the Education Department staff to develop curricula for school audiences and produce pre- and post-visit educator materials for each exhibition.
- Develop and design materials for neurodiverse audiences, including the *Sense Family Back Pack* and exhibition-specific Social Stories.
- Prepare and lead tours to youth groups as needed.

Youth, Family, and Teen Programs

- Work with the Curator of Education to collaboratively plan and implement family programs such as Family Days, Community Fridays, school vacation activities, and workshops.
- Develop and teach programs for neurodiverse family visitors.
- Support audience building and community engagement through outreach events and other initiatives.
- Collaboratively develop and plan programs to engage teens in Museum activities and produce events for teen audiences.

General & Administration

- Support the Curator of Education in various outreach and administrative activities.
- Work with Communications Manager to publicize programming.
- Other administrative and programming duties as needed.
- Support and attend special events and meetings, including some nights and weekends.
- Additional related assignments as directed.

REQUIRED QUALIFICATIONS:

- 3+ years of museum education, arts education, arts administration, or related experience.
- Bachelor's Degree in art history, museum studies, education, or a related field required, Master's Degree in a related field is a plus.
- Strong oral and written communication skills.
- Familiarity with object- and inquiry-based teaching practices within classroom, museum, or other informal learning environments.
- Commitment to diversity, equity, access, and inclusion in all areas of content development, audience engagement, and program facilitation.
- Demonstrated ability to work with people of all ages and backgrounds.
- Strong organizational and time management skills with high attention to detail and ability to work on multiple projects simultaneously.
- Proficiency in Microsoft Office Suite required; experience with Adobe Design Suite or other graphic design programs preferred.

- Hands-on art making or art teaching experience is a plus.
- Proficiency in and/or conversational Spanish is a plus.
- This position is primarily in-person with some flexibility.

APPLICATION:

Interested candidates should submit a cover letter and resume to jobs@katonahmuseum.org no later than August 14. Please include “Family and Community Engagement Manager” in the subject line.

About the Katonah Museum of Art:

The Katonah Museum of Art (KMA) is a non-collecting institution recognized for its innovative exhibition and education initiatives that champion art and artists — past and present — across artistic disciplines, geographies, and historical periods. Housed in a modernist building designed by architect Edward Larrabee Barnes, the KMA was established in 1954 with a mission to spotlight exceptional art, while also responding to the most critical issues of our time through a bold and vigorous lens. The KMA offers lectures, films, workshops, concerts, and other events for a general audience and presents innovative and substantive programs for nearly 100 member schools and community organizations. Our Learning Center is one of the only interactive museum spaces in Westchester County where families can come on a daily basis to explore and create art. Our outreach programs for the local Latino immigrant population and school partnership programs are at the forefront of community-based education. Located in Katonah, New York, the KMA is the anchoring cultural institution in Westchester County, drawing visitors from throughout the Tri-State region and beyond.

The Katonah Museum of Art is an equal opportunity employer and free of discrimination based on protected class status, including race, creed, color, sex, sexual orientation, gender identity, national origin, military or veteran status, disability, predisposing genetic characteristics, marital or family status, domestic violence victim status, arrest record or criminal conviction history, or any other impermissible basis. The KMA strives for an inclusive work environment and actively embraces a diversity of people, ideas, talents, and experiences.