

## **HUNTSVILLE MUSEUM OF ART**

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<b>Position:</b>	Docent/Tour Programs Coordinator
<b>Department:</b>	Education
<b>Reports to:</b>	Director of Education/Museum Academy
<b>Classification:</b>	Non-Exempt, Full-Time with benefits, Monday-Friday, 8:00 a.m.-5:00 p.m., periodic evenings and weekends: \$19.23 – \$21.54 per hour (one-hour unpaid lunch)

### **Position Overview:**

The Huntsville Museum of Art (HMA) in Huntsville, Alabama, seeks an experienced art education professional to join our Education Department staff. HMA offers a broad range of arts-inspired programs for families, youth, and the public. The Docent Program supports visitor experiences through public tours at the museum. The Docent/Tour Programs Coordinator is the primary administrator for this group of volunteers, overseeing their recruitment and training, as well as the Museum's tour program for all audiences.

The ideal candidate must possess an outgoing and professional personality, have outstanding communication skills (both written and oral) and able to successfully interact with public, staff, board members and volunteers and to represent the Museum's interests to educational organizations and professional groups on a regular basis.

### **Company Overview:**

The Huntsville Museum of Art is located in Big Spring Park and works as a magnet for cultural activities. Founded in 1970 by city ordinance of the Museum Board of the City of Huntsville, the Museum serves Huntsville and Madison County's combined population of 420,000 residents. The mission statement of the Museum is to bring people and art together through acquiring, preserving, exhibiting, and interpreting the highest quality works of art. The mission statement is based on two beliefs: An understanding that the arts enrich lives; and that visual ideas are best perceived, understood and enjoyed through first-hand experience of original artistic achievement.

*HMA is a non-smoking facility.*

Learn more about HMA at [hsvmuseum.org](http://hsvmuseum.org).

### **Responsibilities:**

- Serves as a member of the Education Department.
- Advises school administration of value of K-12 student tours.
- Schedules tours for area school students in K-12, colleges/universities and groups.
- Generates revenue from scheduling school and group tours.
- Assists with other education programs related to exhibitions.
- Assists with implementation of annual Exhibition for Youth Art Month.
- Maintains a schedule and works with volunteers and staff to prepare and present student artwork in the Children's Community Gallery.
- Develops rapport with community organizations to encourage Museum membership and participation in programs.
- Provides creative ideas and information to Director of Education/Museum Academy for respective education grants.
- Develops and conducts the **Artsy Tots: Ages 2-3** program held in the **Stender Family Interactive Education Galleries – ART LAB**.

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### **Docent Program**

- Develops and maintains an active Docent Program with approximately 20 volunteers under supervision of the Director of Education/Museum Academy. Coordinate, present and prepare content and teaching resources on the Museum's collections and special exhibitions.
- Works continually with docents to improve touring and teaching skills and cultivate familiarity in all collection and audience areas. Provide training that assures tours align with academic content standards, and encourages docents to enhance their touring skills, increase their knowledge of the collection, remain current on best practices in Museum education, and understand the needs and interests of teachers, students, and Museum visitors. Oversees the records and reports of docent participation.

### **Museum Academy**

- Assists in the Museum Academy for Preschool, K-8, or adult workshops, camps, classes.
- Assists with ceramics program by operation an electric kiln to fire pottery pieces from respective workshops, camps, classes when needed.
- Prepare class rolls for each quarter's classes when needed.
- Assists with processing registrations for workshops, camps, and classes via phone or compiling from those made online when needed.
- Assists with other Education Department programs as assigned (such as children's birthday parties and Family Art Activity Day Program – **CREATE Saturdays**)

Other tasks as assigned.

### **Requirements:**

- Bachelor's degree in art history, museum education, art education, or fine arts.
- Minimum of two years of experience teaching in museums or other informal educational settings.
- In- depth knowledge of the history of American art. Demonstrated skills in research in the fine arts.
- Demonstrated and effective skills in writing and public speaking.
- Strong organizational skills and base of planning programs. Ability to manage numerous projects simultaneously and adapt to change.
- Ability to work independently yet effectively within the team dynamics.
- Proficient with Microsoft Outlook, Word, PowerPoint, and Excel, and databases.
- Ability and temperament to work effectively with volunteers, museum colleagues and public.
- Maturity appropriate for representing the Museum's interests to educational organizations and professional groups and the public.
- Ability to lift to 25 lbs. and stand for extended periods of time.
- Ability to work with a broad constituency, resolve conflicts while motivating and supporting volunteer docents.

Email your cover letter and resume to [careers@hsvmuseum.org](mailto:careers@hsvmuseum.org). Please no phone calls.

Thank you.