

JOB ANNOUNCEMENT

Organization: National Museum of Women in the Arts
Position: Education Assistant
Type and Duration: Full Time
Department: Education

POSITION SUMMARY:

Under the supervision of the Director of Education and Interpretation, the Education Assistant oversees logistical and administrative activities for the education department. They support and participate in the development and delivery of education programs and resources for the collection and special exhibitions and may develop and manage independent projects as assigned.

RESPONSIBILITIES:

- Oversee day-to-day operations of the education department, e.g., respond to telephone and digital inquiries from the public, process mail and invoices, and order supplies.
- Assist the Associate Educator with the administration and management of the museum's Intern program, e.g. update intern job descriptions on the website, coordinate application submissions and applicant communications, and liaise with departments seeking interns.
- Assist the Associate Educator with the administration and management of the museum's Volunteer program, e.g. respond to tour requests, monitor docent and volunteer sign-ups, coordinate training opportunities, track volunteer hours, help coordinate annual appreciation event, and contribute to volunteer training as appropriate.
- Assist the Senior Educator with administration, delivery, and evaluation of programs and resources for school and teacher audiences, e.g. liaise with partner organizations, update and maintain teacher email lists; coordinate communication, registration, and evaluation for educator programs; and support creation and distribution of the quarterly digital teacher newsletter.
- Under the supervision of the Director of Education and Interpretation, plan, deliver, and evaluate public programs for diverse audiences, e.g. hands-on workshops, artist talks, and lectures, with the education team.
- Engage with the public by facilitating in-person gallery talks and tours, as well as virtual experiences.
- Research and write content for the education department's interpretive materials, such as See For Yourself cards, and museum blog posts.
- Support the museum's commitment to diversity, equity, accessibility, and inclusion (DEAI), e.g. serve on staff working groups, participate in staff training, field and accommodate visitors' accessibility requests, and apply DEAI best practices to programs and resources for online and in-person visitors.
- Serve as department's website point person, e.g., review content on department's web pages on designated schedule; input new/updated content in Wordpress; create event listings and registration forms as needed; and represent the department at digital working group meetings.
- Serve as department's point person for technology platforms, e.g. SharePoint, Raiser's Edge, and the Digital Asset Management System, uploading and/or managing education content.
- Takes part in other projects of the Education Department, the Division of Art, Programs, and Public Engagement, and the Museum as assigned.

QUALIFICATIONS:

This entry level position requires an undergraduate degree or a combination of education and experience relevant for the position. The ideal candidate will have the following qualifications:

- Superior organizational, interpersonal, and customer service skills
- Excellent oral and written communication skills
- Ability to work independently and collaboratively
- Interest in museum education, art and art history, history, and/or women's/gender studies
- Previous museum and/or education experience or relevant transferrable skills
- Commitment to diversity, equity, accessibility, and inclusion (DEAI); knowledge of DEAI best-practices and direct experience applying them to programs and resources a plus
- Experience with Visual Thinking Strategies (VTS) and Harvard Project Zero methodologies a plus
- Command of Microsoft Word, Excel, and Outlook essential
- Facility with Zoom, SharePoint, and Adobe Creative Suite preferred
- Familiarity with Tessitura and ClickUp a plus
- Foreign language and/or ASL fluency a plus

If much of this job description describes you, then you are highly encouraged to apply for this role, even if you don't meet 100% of the qualifications. We recognize that it is highly unlikely for an applicant to meet 100% of the qualifications for a given role, and that every candidate brings unique experience and qualifications to a role. We are excited to meet you!

SALARY:

The salary for this position is \$43,000-46,000 annually based on experience and includes a benefits package.

Please submit applications by emailing cover letter and résumé to HR@nmwa.org. Successful candidates will be subject to reference and background checks. The National Museum of Women in the Arts is an equal opportunity employer. To request reasonable accommodations in the application or hiring process, please notify NMWA's Human Resources department at HR@nmwa.org.

To comply with tax and legal obligations, all candidates must reside in Maryland, DC, or Virginia. While there may be flexibility for remote/hybrid work environments, candidates must be residents of MD, DC, or VA or relocate prior to the start of employment at NMWA. Candidates must be legally eligible to work in the U.S. for NMWA, without visa sponsorship by NMWA.

The National Museum of Women in the Arts ([NMWA](https://www.nmwa.org)) is the first major museum in the world solely dedicated to championing women through the arts. With its collections, exhibitions, programs, and online content, the museum inspires dynamic exchanges about art and ideas; advocates for better representation of women artists; and serves as a vital center for thought leadership, community engagement, and social change.