



## Education Coordinator

Harwood Museum of Art at the University of New Mexico

10.19.2021

Position: Education Coordinator

Job Location: Taos, New Mexico

Applications Due: November 19, 2021 at 11:59pm

Salary Range: \$31,200 - \$36,400 DOE annual salary + [generous benefits](#) including retirement, health and holiday.

UNM Title: [G5034 / Coord, Education Support](#)

UNM Position Grade: 9

FLSA: Non-Exempt / Full-time

Reports to: Curator of Education and Public Programs

### Position Summary

The Harwood Museum of Art at the University of New Mexico seeks a creative, experienced Education Coordinator to develop and execute programming for school, teacher, youth, and intergenerational audiences in support of the museum's strategic plan. A successful candidate is a dynamic, community-minded educator with experience writing curriculum and teaching arts-based lesson plans. Knowledge of museum education practices strongly preferred as well as ability to communicate in Spanish.

The Education Coordinator is responsible for administering on-site, virtual, and school-based education programs serving audiences of all ages and abilities and supports evaluation of these programs. This position assists with day-to-day operations, oversees organization of materials and studio spaces, and facilitates classes, after-school programs, and workshops. May assist with marketing, grant proposals, and/or reporting. Working closely with practicing artists, community partners, and diverse audiences, the Education coordinator represents the Harwood Museum of Art and plays a key role in upholding the museum's commitment to fostering equity, diversity, accessibility, and inclusion. This position works in collaboration with the Curator of Education and Public Programs, the Public Programs Coordinator, Teaching Artists and Aides, and Harwood Volunteers.

### Harwood Museum of Art

Founded in 1923, the Harwood Museum of Art is the second oldest museum in New Mexico. It has been part of the University of New Mexico (UNM) since 1935 but is located in the longstanding art colony of Taos, New Mexico, and serves the community and its visitors as well as UNM. The Harwood Museum of Art celebrates Taos' artistic legacy, cultivates connections through art, and inspires a creative future. The Harwood Museum of Art is an American Alliance of Museums Accredited museum.

Spanning the 19<sup>th</sup> Century to present, the museum's 6,500 object collection documents the community's rich multicultural heritage and Taos' role in the development of seminal American art. The Harwood Museum has nine exhibition galleries, four of which are dedicated to changing exhibitions that reinforce the museum's

mission. The permanent collection galleries focus on the key art influences relevant to Taos and northern New Mexico, featuring Hispano Traditional arts, Taos Society of Artists, Taos Moderns, and Contemporary. Among its most noteworthy collections are a permanent installation of seven works by Agnes Martin (1912–2004) and *Death Shrine* by Ken Price (1935–2012). The Harwood is a cultural leader in the community and the state, and the educational programs are developed collaboratively with local schools and the community.

## Duties and Responsibilities

1. Assists with the design and implementation of curricula and programming serving school, teacher, youth, and intergenerational audiences including museum-based and community-based experiences as well as virtual programs.
2. Schedules, organizes, and facilitates the delivery of curriculum and other educational programming; facilitates or assists with teaching established curricula
3. Develops and maintains records on program activities, materials, equipment, and supplies; maintains clean and stocked education studio facilities
4. Coordinates activities of support staff (Teaching Artists and Teacher's Aides), community-partners, and/or volunteers engaged in implementation and administration of program objectives.
5. Performs or oversees clerical and administrative support tasks, including answering telephones, assisting and resolving problems and inquiries of staff, teachers, students, and museum visitors, reviewing and organizing incoming and outgoing correspondence, orders and purchases projects supplies and materials for the curriculum; manages registration processes as needed
6. Collects and analyzes data in support of program evaluations; prepares scheduled and special reports; maintains program/project records and statistical information.
7. May monitor, reconcile, and assist with fiscal administration for the program, including but not limited to budgets, funding, grant proposal writing, contracts, payroll, travel, and/or purchasing as appropriate; may participate in other fundraising activities.
8. May travel to other relevant community venues, as required, in support of curricular activities.
9. Performs miscellaneous job-related duties as assigned.

## Qualifications

A successful candidate will have many of the skills listed below, and the desire and capacity to learn the rest on the job.

- High School diploma or GED; at least 5 years of experience in education, museum education, studio art or related field; Completed degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis.
- Knowledge of diverse art practices, materials, and art histories
- Experience creating age-appropriate curriculum, art-making activities, and related materials
- Strong interpersonal, organizational and communication skills with experience teaching school, youth, teacher, and/or intergenerational audiences; experience in a museum setting is a plus
- Commitment to our mission, with skills in facilitating community-centric practices and experience working with audiences from diverse BIPOC communities; written and oral Spanish language skills highly desired

- Ability to maintain detailed records, gather data, compile information, and prepare reports; knowledge of evaluation practices a plus
- Strong desire to work in collaborative teams; ability to work evenings, weekends and holidays as needed
- Clerical, word processing, and/or office skills.

### Working Conditions and Physical Effort

- Ability to lift 25lbs.
- No or very limited exposure to physical risk.
- Work is normally performed in a typical interior/office work environment. Some work at community events/spaces required.

The University of New Mexico provides all training required by OSHA to ensure employee safety.

The University of New Mexico is an Equal Opportunity/Affirmative Action employer and educator.

Hiring Requirements: All applications must be received through UNM Jobs. Please include a cover letter, resume, and three (3) supervisory references that can be contacted. Under Staff Careers, search Harwood or [Coord, Education Support](#) to find posting.

Potential candidates will be notified for interviews in mid-late November. Anticipated hire date: January 2022.