

POSITION TITLE: Museum Teaching Artist

STATUS: Part Time, Non-Exempt

REPORTS TO: VP of Learning and Public Programs

ABOUT THE MUSEUM OF LATIN AMERICAN ART

The Museum of Latin American Art (MOLAA) in Long Beach, California is the only museum in the western United States that exclusively features contemporary Latin American and Latino art.

MISSION

The Museum of Latin American Art expands knowledge and appreciation of modern and contemporary Latin American and Latino art through its collection, ground-breaking exhibitions, stimulating educational programs and engaging cultural events.

POSITION DESCRIPTION

The Education and Interpretation Division is a deadline-driven, fast-paced department which provides educational and cultural resources to local educators and the community. The responsibility of the Museum Teaching Artist is to educate, empower, and guide students through a variety of subject matters with hands-on art activities and meaningful, age-appropriate discussion. This includes integrating curriculum standards to the activities and programs offered by MOLAA's APRENDE program, and in conjunction with themes of the MOLAA Museum exhibits with a focus on pedagogical strategies such as STEAM, VTS, and Growth Mindset. The MOLAA Museum Teaching Artist will primarily assisting with MOLAA's APRENDE Workshop and Tour Program which runs Tuesday through Friday from 10AM to 3PM and some Sundays.

ESSENTIAL FUNCTIONS:

- Design, prepare, organize curricula and materials for education art activities for K-12 museum visitors and facilitate workshops and tours as needed.
- Help develop concise curriculum and program material for internal and external distribution, including educator packets, activity guides, and grant proposals.
- Ability to lead a variety of cultural art projects to children participating in the Museum's school field trip and after school learning programs.
- Lead students through MOLAA galleries for participation in gallery talks and art projects.
- Prepare lesson plans supported by common core and California State Content standards.
- Select instructive and operational supplies for courses (Summer Camps, weekend Corner Garden Workshops).
- Enjoy working with children, teenagers, and adults.
- Maintain a safe and clean working environment at all times.
- Other duties as assigned

PUBLIC PROGRAMS & EVENTS:

- Assist in designing and managing monthly public programs, family festivals, annual Day of the Dead programming and an annual summer art camp.

- Assist in developing interpretive interactive content for exhibitions.
- Identify and collaborate with artists, speakers, scholars, performers, vendors, community members, organizations and partners.
- Coordinate with the Content and Program Coordinator, Facilities, and other departments to schedule and produce events, reserve rooms and equipment as needed.
- Supervise set-up and take-down of events produced as part of the Education Programming.
- Work with Volunteer Engagement Manager to schedule volunteers needed for events.
- Assist in developing MOLAA's Evening for Educators activities and collateral.
- Coordinate a creative team of artists in the conceptualization and delivery of innovative programs for student and teacher audiences.
- Cultivate professional relationships and partnerships with relevant institutions and individuals to ensure the vitality and diversity of the Education Department.

ADMINISTRATION & COLLABORATION:

- Assist with planning and executing interpretive program goals and outcomes as stated in strategic plan and grants; assist in tracking progress of programs and goals.
- Process expenditure requests, draft contracts, maintain calendars, file confidential documents and sensitive information, track expenses to budget and maintain supply inventory for programs, events, art studio and office.
- Work collaboratively with other departments in developing activities and executing interdepartmental projects.
- Assist the Volunteer Engagement Manager in supervising volunteers and high school and university interns, and occasionally participate in off-site outreach to local schools and organizations in promoting programs and exhibitions, as needed.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- 2-4 years' experience in planning and organizing educational programs required.
- Experienced in working with school-aged youth as well as with community partners (educators, administrators, parents, artists, etc.).
- Experience in planning and executing educational and cultural programs.
- Knowledge of and experience designing lesson plans K-12.
- Familiarity with art making processes and materials, knowledge of contemporary art practice, and familiarity with Latin American culture is preferred.
- Computer literacy required.
- Excellent interpersonal and customer service skills required; ideal candidate will have a collaborative spirit and initiative to achieve goals.
- Outstanding follow-up and communication skills are a must.
- Must be deadline-driven and goal-oriented.
- Enthusiastic, flexible, creative and organized.
- Some evening and weekend work is required.

DESIRED QUALITIES:

- Bilingual in Spanish/English preferred.
- Bachelor's degree in relevant field preferred (fine art, education, art history, studio art, etc.)
- Experience in a museum or gallery setting highly desirable.

ADDITIONAL REQUIREMENTS AND PHYSICAL DEMANDS:

- Stand and walk around for extended periods of time, especially during events
- Ability to sit in front of computer monitor for extended periods as necessary
- Ability to lift up to 25 lbs.
- Must have a valid California Driver's License, automobile insurance and access to a vehicle.
- MOLAA is an equal opportunity employer.

Application requirements:

- A one page cover letter explaining your approach to teaching the arts and/or the philosophy that informs your work.
- Resumé(s) demonstrating your experience and training as both an artist and as a teaching artist.
- Sample art lesson plan (can be for any grade level) K-12.
- Send all materials to Jobs@molaa.org

Rev. May 2022