

Columbia Museum of Art

Job Description

Job Title: Community Engagement Coordinator

Reports to: Director of Education and Engagement

Purpose: To build a bridge of accessibility between surrounding communities and the CMA that establishes the museum as a welcoming and neighborhood place for all members of the community, enhancing quality of life through program partnerships with diverse and engaged audiences, especially those having at-risk, cognitive, physical, social, and/or emotional needs.

Job description:

Primary Responsibilities

- Design and implement current community engagement programs and initiatives that strengthen the CMA's engagement and impact in the community, including but not limited to: lesson and curriculum planning (incorporating Visual Thinking Strategies, STEAM, and SC Visual Arts standards) plus hands-on prep and instruction in conjunction with CMA collection and exhibitions.
- Strategically identify and cultivate a variety of community partners for the HUES partnership model that are appropriate collaborators, inclusive of diverse communities with special focus on Unincorporated Richland County and across professional fields such as social work, education, medicine, law, military, government, etc...
- Work cross-departmentally with CMA grants writer, DOEE and Deputy Director to provide content towards current and potential funding opportunities such as grants and sponsorships, including but not limited to: program content, budgets, timelines, assessment and evaluation, and program documentation.
- Oversee inventory and maintenance of CMA studio spaces, including supply orders and facility requests according to studio usage guidelines.
- Serve as a lead educator for museum's tour and studio programs.
- Represent the museum and program work within in the community and at internal / external meetings, events and online, with a goal to inform and inspire increased active participation in Museum programs.
- Recruits, trains, supervises and evaluates: 1 intern each spring and fall, plus 2 or more docents for programming assistance, providing direction and support ensuring their activities are aligned with museum priorities.
- Designs and implements Community summer camp opportunities that provides access to museums for all members of the community.
- Use CMA Communications efforts, policies, and procedures to market and publicize designated programs, utilizing the template/tier system.
- Operate audiovisual equipment and technologies for programs and guests.
- Uses Altru to build and manage links for designated programs.
- Create, track, and manage program budgets, plus attendance reports.

Secondary Responsibilities

- Continually work to build strong and positive relationships with community collaborators for current and potential programming opportunities, including: artists, teachers, performers, vendors, donors, and organizations.
- Represent the CMA in professional development opportunities towards best practices in the field.
- Works with advisory panels to develop and pilot new programs and written resources.

Job Type: This is a full time 40 hours per week, non-exempt position. Occasional evening and weekend hours required.

Skills and Experience: A passion and knowledge for/of community and the arts, with 3+ years of experience in program development and implementation. Intermediate to Expert proficiency in computer skills, including Altru, Microsoft Office and Outlook, plus social media skills. Excellent written, verbal skills, with strong interpersonal, self-awareness and empathy skills.

Education/Qualifications: Bachelor's Degree in Art Therapy, Arts Education, Studio Art, Arts Administration/Management or other related fields.

Knowledge and Abilities:

- The position needs enthusiasm and a commitment to the mission and vision of the museum as well as being a positive person, interacting courteously and respectfully with both internal and external individuals.
- Critical thinker and self-starter who is willing to work proactively to identify key priorities and work across teams to implement the necessary solutions.
- Ability to bring forward-looking approach to solving current challenges and initiatives.
- Accurate verbal and written communication skills, able to influence and converse with, and present in an organized fashion.
- Strong logistical experience, with commitment to details.
- Presents a professional, businesslike image to all co-workers, visitors, customers and the public.
- An ability to foster trust and keep all information confidential.
- Must be self-aware, self-regulated, motivated, empathetic