

**POSITION TITLE:** Director of Learning & Public Programs

**STATUS:** Full-time, Exempt

**REPORTS TO:** Vice President of Museum Content & Programming

## **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 Director of Learning provides creative vision and leadership to the Museum's educational programs that explores Latin American and Latinx art and culture. Develops and implements engaging interpretive programs, events and activities which emphasize the museum's mission, its permanent collection, current exhibitions, and cultural-related learning. Creates and delivers high-quality, positive, personally meaningful and visitor-centered experiences through educational initiatives that make the Museum's collection and exhibitions relevant for both museum visitors and the community. Leads the Education Division Staff in developing, delivering, and managing a wide range of interpretive Museum functions. Takes the Section lead in administrative and instructional duties, including personnel supervision, budget oversight, and grant writing. This position ensures that educational programs and opportunities advance the Museum's mission, vision, and values, and align with leading-edge museum practices in diversity, equity, access, and inclusion. Director of Learning & Public Programs will be a key strategist in developing compelling, inclusive cultural narratives for the MOLAA collections and exhibitions, making them engaging, exciting, and relevant to the Museum's audiences.

**Disclaimer:** This job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described, and may be amended at any time at the sole discretion of the Employer

## **ESSENTIAL FUNCTIONS:**

### **Leadership/Management**

Supervises the Volunteer Manager and Digital Education Initiatives Specialist and oversee the administrative matters of the Education Division including hiring, training, assigning, and reviewing work, conducting performance evaluations, approving time, and setting work schedules.

- Leads staff in setting and prioritizing individual and division-wide goals.
- Mentors Education staff, student workers, interns, docents, and volunteers and identify and prioritize professional development opportunities for the Education Division.
- Collaborate on the museum's strategic planning process.
- Together with the VP of Museum Content and Programming, develops and administers the division's annual budget.

- Develops, directs and manages the education division to create an educational plan that is geared towards different types of learners and learning experiences.
- Works to establish and maintain the Museum as a center for lifelong learning—a community gathering place.
- Perform other duties as assigned.

### Program Development & Planning

Works with curatorial colleagues to ensure that exhibition interpretation of programs serves the needs of the Museum's broad base of visitors.

- Performs research as it relates to the interpretive programs.
- Researches, develops, and implements art educational curricula that reflect California state standards through MOLAA's *APRENDE* program and implements best practices in interpretive services including new interpretive techniques and information.
- Researches into audience needs and uses those insights to establish and deliver best practices for interpretation.
- Enrich and expand MOLAA online interpretive material offered through the *MOLAA en Casa* program.
- Setting audience-focused priorities for major projects and initiatives.
- Creates, plans, implements, supervises, and evaluates all the educational programs that may include workshops, festivals, annual docent training, seminars for schools, educators, adults and families. Programs are expected to be intergenerational and offer enough variety to engage all members at an appropriate level.
- Together with the VP of Museum Content and Programming, provides education program details to the Development Department for grant proposals.

### Program Delivery

- Acts as a resource person for both public and staff for education related issues. Work with other MOLAA departments on projects involving education related activities.
- With the Communications team, is responsible for keeping the *MOLAA En Casa* online presence up to date by providing material for the online space and social media platforms.
- Creates educational promotional materials for publication by working with the Communications Division.
- Works with the Volunteer Manager develop training program for the MOLAA Docent Guild.
- Creates collaborations with schools, colleges, and universities, contacting principals and educators to generate interest in the museum.
- Provides in person and online tours as needed.
- Oversees and promotes community outreach initiatives.

**MINIMUM QUALIFICATIONS:**

- Master's Degree in Art Education, Art, Education or related field preferred
- 4-5 years experience in planning and organizing educational programs required
- Strong interest in Latin American and Latinx art
- Bilingual in Spanish preferred
- Project management experience required
- Evidence of knowledge of museum education models
- Experience with Microsoft Office Suite (Word, Excel and PowerPoint)
- Excellent written and verbal communication skills
- Proven track record in budget management
- Must be willing to work evenings and weekends
- Ability to work effectively in both team environments and in self-directed situations
- Ability to manage multiple projects and plan work to maximize efficiency
- Ability to maintain positive personal relationships in a broad range of situations
- Strong organizational skills and attention to detail
- Must have managerial and administrative skill

**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.

Rev. October 2021