

Studio Programs Coordinator Tampa Museum of Art

About the Tampa Museum of Art

The Tampa Museum of Art opened its award-winning home in 2010 with a commitment to providing innovative public programs with a strong focus on modern and contemporary art. The Museum balances a growing collection with a dynamic annual schedule of special exhibitions. It is the region's largest museum devoted to art of our time and has built a reputation for embracing contemporary photography and new media. Since its founding in 1979, the Museum has been dedicated to providing quality education to students and adults, with more than half of its programs offered free of charge.

Role

As a member of the Education Department under supervision of the Community Engagement Manager, coordinates Museum Studio Programs on and offsite. This is a one-year contract position that is renewable annually.

Duties and Responsibilities

- Coordinates and implements Museum Studio Programs at the Tampa Museum of Art and at offsite locations, including, but not limited to:
 - TMA Studio (Adult, Teen, Children, and Family studio classes on and offsite)
 - Summer Art Camp
 - Art Spot and Family Days
 - Teen Workshops and Open Studio
- Work with offsite partners to execute terms of partnership as prescribed by Community Engagement Manager
- Plan a robust schedule of studio classes relating to the Museum's permanent collection and temporary exhibitions which meet attendance/revenue goals
- Oversees recording of Studio programs registration and attendance
- Hires, trains, supervises, and schedules teaching artists, facilitators, and other contractual Museum Studio Program staff
- Teach occasional studio classes at offsite locations and substitute for Museum Studio Programs instructors as needed, onsite and offsite
- Travel to offsite locations to transport supplies and manage first day of class administrative responsibilities
- Attend docent training to become familiar with current and upcoming Museum exhibitions, remain current on current Museum pedagogy, and lead school and adult tours as needed
- Engage, oversee, and track volunteers for Studio programs
- Promote studio programs, in coordination with the Tour and Education Programs Coordinator under the supervision of the Community Engagement Manager
- Implements and interprets qualitative and quantitative evaluation processes pertaining to Museum Studio Programs and staff in coordination with the Tour and Education Programs Coordinator
- Manages Museum Studio programs budget

- With Education Assistant, creates and updates planning documents related to studio programs (program descriptions, requests, itineraries, etc.)
- Other related duties as assigned

Minimum Qualifications

Bachelor's degree or higher in Art Education, Museum Education, Studio Art, Art History, Education, Business, Marketing or other related field, plus two (2) years of professional experience in planning, implementing, and promoting public programs.

Valid Florida Class "E" Driver's License or equivalent issued by another state by date of application.

Knowledge, Skills, Experiences

- Strong written and verbal communication skills
- Proficient in full Microsoft Office Suite
- Familiarity with current museum teaching trends
- Experience with registration software and applications (Siriusware, Wufoo, and Raiser's Edge preferred)
- Familiarity with the Tampa Bay arts community

Other Job Characteristics

- Must have reliable transportation for moderate to frequent travel between sites
- Occasional lifting of supplies and equipment weighing up to 50 pounds
- Must be available to work extended hours, weekends, evenings, and holidays

Contact:

Qualified applicants please send your resume and cover letter to education@tampamuseum.org. Indicate the job title 'Studio Programs Coordinator' in the subject line.