

THE JOSLYN

LEARNING & ENGAGEMENT

Job Title

School Programs Coordinator

Employment Status

Full-Time, Hourly | Non-Exempt

Location

On-site | In-Person

Department

Learning & Engagement

Reporting Responsibility

Head of School & Teacher Programs

Position Summary

Joslyn Art Museum seeks a collaborative and motivated individual to join our staff as the School Programs Coordinator. Working closely with the Head of School & Teacher Programs, this person is a key partner in implementing dynamic programs for PK-12 schools, higher education, and homeschool audiences. This role is responsible for coordinating components of teacher professional development, facilitating elements of homeschool programs, and producing learning resources. This is an entry- to intermediate-level position ideal for someone who wants to make informal learning accessible and memorable while building their museum education career.

Major Duties**Program Planning and Execution**

- Collaborate with the Head of School & Teacher Programs to develop and implement teacher professional development sessions, inservices, and homeschool family programs
- Coordinate with presenters and teaching artists to ascertain their needs; take initiative to solve problems, and manage details to ensure successful learning experiences

Materials and Supplies Management

- Procure art-making materials and coordinate with the Studio Programs Manager regarding supplies for school and teacher programs
- Maintain the Ready Room, ensuring it remains tidy with light housekeeping, and stocked with necessary resources; coordinate inventory and organization of the storage space

Learning Resources Development and Production

- Create and update educational content such as self-guided activities for school group visits, lesson plans, and other digital resources
- Work with the School Programs Assistant to manage learning resources on the website and maintain the Museum's digital guide content in concert with the Head of School & Teacher Programs

Outreach and Continuous Learning

- Represent The Joslyn at educational and outreach events; promote school and teacher programs and resources
- Participate in relevant trainings, webinars, and community gatherings to grow professionally and build a network

General Responsibilities

- Maintain knowledge of Museum activities and services, aiding visitors to ensure a positive experience
- Adhere to policies outlined in the Employee Handbook
- Perform other duties related to Learning & Engagement as assigned

Minimum Qualifications

- Associate or bachelor's degree required, ideally in art and/or art history, digital media, communications, education,

- graphic design, or a related field; or equivalent relevant experience
- Enthusiasm for visual arts and serving PK-12 schools, higher education, and homeschool audiences
- Strong problem-solving skills, a growth mindset, and a collaborative spirit
- Ability to balance creative and administrative tasks
- Excellent communication (oral and written), organizational skills, and attention to detail
- Proficiency in learning new software, including project management tools (e.g., MS Teams, Asana)

Physical Qualifications

Mobility:

- Stand and walk for extended periods to engage with visitors and program participants
- Navigate different areas of the Museum to assist visitors and ensure a positive experience

Stationary Tasks:

- Perform repetitive tasks, including administrative work and designing resources using computer software programs

Body Movements:

- Bend, stoop, and reach to maintain the Ready Room and other designated work areas

Equipment Handling:

- Push or pull equipment, such as a small flatbed and wheeled cases

Lifting:

- Lift and carry items up to 20 pounds, including educational materials, art-making supplies, and cleaning products, as needed

Preferred Qualifications

- Demonstrated Adobe Creative Suite experience (specifically InDesign)
- Two years of experience in arts administration, informal education, or equivalent
- Public speaking; comfortable giving lively, interactive presentations to adult audiences (up to 75 people) and engaging smaller groups in looking at art
- Knowledge of art-making materials and tools

School Programs Vision

The Joslyn's school programs are rooted in creativity, access, opportunity, wonder, and joy. With this foundation in mind, learners and educators will be welcomed to experiences that provide inspirational, interactive, and inclusive connections where all feel they belong. Are you IN?

Compensation

Salary: \$20.00, hourly

Qualifications and experience will be considered in the compensation for this position.

Reasonable accommodations will be provided to qualified individuals in accordance with the applicable federal, state, and local law. If reasonable accommodation is needed to participate in the hiring process, to perform the essential functions of the job, and/or to receive other benefits and privileges of employment, please contact careers@joslyn.org.

To Apply

Please submit your cover letter and resume via email to careers@joslyn.org, and include the job role in the subject line.

Joslyn Art Museum believes in fostering diversity and equal opportunity as integral parts of its hiring practices, upholding its commitment as an Equal Opportunity Employer. Qualified candidates of all backgrounds are encouraged to apply for this position. The Joslyn offers competitive compensation and a generous benefits package to eligible employees.

Our Mission

The Joslyn brings people together to explore art across time and cultures.

Joslyn Art Museum was a gift to the people of Omaha from Sarah Joslyn in memory of her husband, George. From its first day, November 29, 1931, to today, the Museum has welcomed millions of visitors from around the world. The Joslyn's collection of over 12,000 objects represents 5,000 years of human creativity and the world's diverse cultures. The campus comprises three stunning buildings—distinct yet connected—surrounded by sculpture gardens. Learning and engagement opportunities abound, and general admission is free to all, always.