

THE JOSLYN

LEARNING & ENGAGEMENT

Job Title

Kent Bellows Mentoring Program Coordinator

Employment Status

Full-Time | Non-Exempt

**Up to 40 hours per week (Monday-Friday, 10:30am-6:30pm)*

Location

On-Site | in person

**Kent Bellow Studio: 3303 Leavenworth St, Omaha, NE 68105*

Department

Learning & Engagement

Reporting Responsibility

Head of Kent Bellows Mentoring Program

Position Summary

Develops and implements programming for The Joslyn's Kent Bellows Mentoring Program (KBMP), a dynamic arts mentoring initiative for teens. Based primarily at 3303 Leavenworth Street, with additional programming at the Joslyn Art Museum, KBMP fosters creative growth by connecting young artists with professional mentors, providing access to studio spaces, equipment, and supplies, and offering opportunities to exhibit their work. This role ensures all program activities align with The Joslyn's mission, supports strong mentor-mentee relationships, and cultivates a welcoming, inclusive environment that empowers teens to explore, create, and expand their artistic potential.

Major Duties

Program Coordination & Mentee Experience

- Coordinates mentoring programs, working closely with mentors and mentees to implement curriculum and oversee related projects on a daily basis
- Facilitates KBMP student exhibitions and field trips
- Assists with assessing programs and maintains related records and statistics
- Knowledgeable about program activities, resources, and studio spaces, actively assisting mentees as needed
- Ensures all mentees have a positive and meaningful experience in the program
- Assists with mentee recruitment and provides input on mentor pairings and placements
- Provides exceptional support and guidance in both in-person and digital interactions

Studio & Materials Management

- Purchases and maintains materials and supplies inventory
- Helps maintain the Kent Bellows Studio, including studio spaces, gallery, storage, and work areas

General Responsibilities

- Attends local trainings and community meetings relevant to programming
- When interfacing with the public, ensure all visitors to The Museum and Kent Bellows Studio have a memorable experience
- Remain knowledgeable about Museum activities, services
- Adheres to policies outlined in the Employee Handbook
- Other duties related to your department as assigned

Minimum Qualifications

- Bachelor's degree in art, art education, or a related field, or equivalent experience
- 1–2 years of experience teaching art, developing curriculum, and/or managing an art program
- Strong interpersonal skills with the ability to collaborate effectively with broad range of staff, volunteers, and patrons while maintaining a professional demeanor
- Enthusiastic, flexible, and creative approach to mentorship and program development
- High level of integrity, sound judgment, and discretion in all interactions
- Strong organizational skills, with the ability to multitask, set priorities, and meet deadlines
- Flexible availability to work weekends, evenings, and special events as needed
- Reliable transportation is required

Physical Qualifications

Movement & Engagement

- Engages with studio and gallery spaces, navigating various work areas as needed
- Participates in setting up materials and maintaining studio spaces, which may involve reaching, adjusting, or organizing supplies

Lifting & Dexterity

- Supports the transport and arrangement of art supplies, equipment, and exhibition materials, up to 50 pounds, with accommodation available as needed
- Uses tools, materials, and technology to facilitate artistic projects and assist mentees

Visual & Auditory

- Engages visually with artwork, documents, and digital platforms
- Communicates effectively in a collaborative studio environment, accommodating various communication styles and needs

Work Environment

- Thrives in a dynamic, creative setting with fluctuating activity levels
- Adapts to indoor and outdoor environments for exhibitions, field trips, and community events. Accommodations available as needed

Compensation

Salary: \$20.00, Hourly

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 is committed to fostering a welcoming and unbiased hiring process that offers opportunities for all candidates. 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.