



POSITION: Education Department Assistant
REPORTS TO: Deputy Director of Education
STATUS: Full-time

Job Summary

The Education Assistant provides vital administrative support to the Education team, including maintaining public and private tour calendars, the coordination of year-round studio workshops, and the upkeep of the public programs schedule. In addition, the Education Assistant is expected to provide administrative and technical support leading up to all Education Programs and assist with program development research, communication and outreach with program guests and participants, and onsite logistics the day of an event. The Education Assistant is designated to ensure the efficient execution of Education Department goals and priorities, programs and events, with a keen eye for detail and through clear and abundant communication within and across departments.

Essential Functions

Role # 1: Tour Coordination

- Maintain calendar of school group tours and school programs, and update those details on the organization-wide “MMA Staff” calendar accordingly
- Field all private and school tour requests and correspond with tour organizers to identify tour needs, confirm visit dates, and identify tour coverage for guided experiences
- Coordinate with Teaching Fellows and with staff in other departments to ensure all tours, workshops, and school group details are communicated and prepared in advance
- Assist with other group tours and educational experiences as needed and determined by the Director of Education (ex: UMMC Med School groups)
- Maintain a roster of engaged Museum Guides and Teaching Fellows and coordinate regular trainings on changes to the permanent collection and temporary exhibitions.

Role # 2: Studio Workshop Coordination

- Maintain calendar of all studio programs, and update those details on the organization-wide “MMA Staff” calendar accordingly
- Coordinate all studio programming in consultation with the Deputy Director of Education; secure and maintain a list of teaching artists, fulfill participation goals, and ensure programs’ success.
- Coordinate on-site and off-site studio art programs in consultation with the Deputy Director of Education for youth and adult audiences, connecting diverse community needs with MMA’s mission and exhibitions

- Coordinate programming for families, including the monthly Look & Learn program, as well as MMA's quarterly Family Days, programs for multigenerational audiences at monthly Museum After Hours.
- Coordinate our signature Art Therapy program and Creative Healing Studio
- Manage the materials and supplies in engagement spaces
- Maintain organized and stocked studio spaces and ensure the care and maintenance of studio equipment

Role #3: Coordinate Public Programming Schedule

- Manage logistics for MMA public programs, including but not limited to Music in the City, Art Nights, Museum After Hours, and exhibition-related programs
- Ensure public programs are reflected in the master calendar and work closely with the Assistant Director for Event Logistics to manage the MMA master calendar
- Provide program content and detailed description to the Marketing department on a quarterly basis in consultation with fellow Education Department staff.
- Manage contracts and payment requests for guest presenters/performers.
- Book hotel and travel needs for guest speakers/performers. Provide on-site hospitality during their visit
- Circulate event sheets and attendees lists for each program
- Generate event registration links for programs and workshops that require pre-registration
- Track program attendance across the department.

Supervisory Responsibility

- None

Competency

- Bachelor's degree with a background in art, education, studio teaching, or equivalent experience

Knowledge, Skills, and Abilities

- Communicative and collaborative
- Effective personal skills ranging from pre-school through adults
- Strong computer skills and familiarity with MS Office Suite products (Word, Outlook, and Excel) and donor database softwares
- Strong written skills
- Highly organized with ability to problem-solve in a fast-paced work environment

Travel

Some travel may be required.

Salary Range

\$38,000 - \$40,000

Expected Hours of Work

Exempt - This is a 40-hour a week job, primarily between Monday through Friday. Some evenings and weekends are necessary to support Museum events and programs.

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Some duties may require long periods of movement and lifting objects of 5 pounds or more.
- Work may be performed both indoors and outdoors in all weather conditions.
- A successful candidate must pass a background check secured by the Museum.

About the Mississippi Museum of Art

The Museum is an Equal Opportunity Employer and is committed to creating a diverse environment. The Museum is a private not-for-profit and is not a department or agency of the state or federal government.

The Mississippi Museum of Art is more than an art museum in Jackson, Mississippi. It is a museum *of* Mississippi – a museum that connects Mississippians to our culture, our history, our communities, and to each other. It is a museum informed by the legacy of our past and emboldened by a vision of a future without division.

We believe it is our responsibility to the community to explore and examine every facet of the Mississippi story. The Mississippi Museum of Art is committed to curating a shared space for every Mississippian – a brave space where we can all find wonder, peace, and a voice.

We pride ourselves in being a visitor and community-focused art museum and garden in downtown Jackson, Mississippi. The Museum employs a collaborative staff that works to ensure the exhibitions, programs, operations, and community outreach fulfill the mission, vision, and core values of the institution. We are committed to building a culture of inclusivity that includes continued professional development opportunities at all levels of the Museum.

Mission

The Mississippi Museum of Art connects Mississippi to the world, and the power of art to the power of community.

Vision

Committed to honesty, equity, and inclusion, the Mississippi Museum of Art is a leader in engaging art, artists, and participants in the critical work of reckoning with the past, connecting with each other in the present, and thinking how museums will work with their communities in the future.

Core Values

- **Artworks + Artists:** Museum programs recognize artworks as primary sources of meaning and explore them in the context of their creation and creators; the

Museum builds relationships with artists, amplifies their voices through exhibitions, and engages them with new audiences.

- **Warm Welcome + Inclusion:** The Museum models gratitude and hospitality for all people and demonstrates inclusiveness at all levels of its operations and programs; everything, from the exhibitions to the gardens, is thoughtfully designed to prioritize accessibility, ensuring that everyone can participate fully. The Museum will model open hospitality for all people and will demonstrate inclusiveness at all levels of its operations and programs.
- **Excellence + Equity:** Museum programs, exhibitions, and collections place artistic value as central and simultaneously challenge traditional hierarchies of genre and style.
- **Local Relevance + National Importance:** The Museum facilitates investigations into Mississippi's cultural histories that resonate with Jacksonians and Mississippians; the resulting programs hold up a mirror to the world, attracting local and national partners who seek to explore our shared histories.
- **Honesty + Diversity:** Honoring diverse viewpoints, histories, and lived experiences, the Museum is a place for honest conversations that explore power and privilege in services of learning, understanding, and empathy.
- **Trust + Exchange:** The Museum believes accurate interpretation of artworks depends on lived experience as well as scholarship. The Museum invites intellectual exchange between the audiences, staff, and artists who create exhibitions and deepen their meaning through their exploration.
- **Resilience + Sustainability:** Museum operations and facilities are designed with attention to the present and future needs of visitors and environment alike; recognizing the increasing need for adaptability in the face of uncertainty, the Museum prioritizes strength, adaptability, and growth.

Employee Values

A successful member of the Museum's team will be mission-driven, welcoming, inclusive, respectful, empathetic, ambitious, will bring a level of excellence to their work, have a high respect for artists and artistic integrity, and will collaborate within their department and with other departments.

To apply for an opportunity to be a part of our dynamic team, please send your cover letter and résumé to careers@msmuseumart.org.