

# **GRAMMY Museum® Mississippi**

## **POSITION DESCRIPTION**

### **Education and Outreach Manager**

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#### **BASIC FUNCTION**

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The full-time Education and Outreach Manager will support the Director of Programming and Business Operations and facilitate educational programs, curricula, and learning opportunities targeted specifically to schools and the local community. In addition to having strong organizational and communication skills and a solid educational background, leading candidates will also exhibit sincere interest in the mission of the GRAMMY Museum Mississippi (GMM) and the vision and goals of the institution. Candidate should be a person of character and integrity and should have an inclusive and respectful leadership style.

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#### **ORGANIZATIONAL RELATIONSHIPS**

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Reports to: Director of Programming and Business Operations

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#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

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- Create and schedule diverse educational workshops that meet needs of area educators and students and incorporate exhibit themes and core subject areas. Coordinate with workshop instructors in the community and lead workshops as needed
- Under the direction of the Director of Programming and Business Operations, develop new ways to engage students of all ages with exhibits and to continue to create learning opportunities throughout the Museum that promote music, creativity, critical thinking, and dialogue
- Facilitate with educational group tours and ensure groups are properly greeted, given history on the Museum and the Recording Academy, and informed of all rules and regulations
- Coordinate with Director of Programming and Business Operations, Director of Operations and Sales, and Special Events Coordinator to schedule educational group tours and school lunches
- Understand both State and National education standards as they apply to Fine Arts, Social Studies, English and the Social Sciences
- Assist Director of Programming and Business Operations with promoting and selling educational group tours & workshops and addressing educators' concerns
- Under the direction of Director of Programming and Business Operations, organize outreach projects to area schools that bring music instruction to the classroom
- Organize GMM summer camps and summer workshops
- Maintain list of educator contacts and follow up regularly about booking visits and new developments at GMM
- Assist with planning and leading professional development workshops and related opportunities for teachers
- Aid in management of Youth Leadership Council which meets regularly at GMM. Oversee production of YLC events including their music showcase
- Train and manage the Museum volunteer program for education tours and visitors
- Work with management on program-related and education-related funding opportunities
- Assist with the design and development of comprehensive and innovative programs that recognize and nurture individual creativity, promote participation, and encourage exploration

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- Work with supervisor to design and deliver a comprehensive education strategy and a tactical implementation plan to meet the needs and intent of GMM
- Represent the Education and Public Programs department at the museum and community events as needed
- Assist and attend with Museum programs and events as needed
- Assist with the development and monitoring of the education department budget
- Serve as one of the public faces of GMM in the education and music community
- Develop relationships in the education and arts community relationships
- Work with management on program-related and education-related funding opportunities
- Expand themes introduced in various aspects of GMM, and leverage the commitment to an open and broad presentation of ideas that promote music, creativity, critical thinking and dialogue
- Understand and employ State and National education standards as they apply to Fine Arts, Social Studies, English and the Social Sciences
- Work with the management team to ensure that all programs and exhibits possess an educational integrity
- Assist with the creation of a method for evaluating education and public programming
- Under the direction of the Director of Programming and Business Operations, manage part-time team, including Education Assistants, Summer Camp Counselors, Interns, and Scholars who facilitate educational programs, tours, activities and learning opportunities targeted to schools and education community
- Manage Education Advisory Committee
- Schedule volunteers for large groups or groups that have requested a guide
- Assist with applications and reports for education and related programming grants
- Represent the Museum and Education department, etc. at various community events and Museum programs
- Develop relationships in the education and arts community relationships

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### QUALIFICATIONS

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- B.S. or B.A. in Music Education (or related field) or 2-3 years of experience in Music Education field. Master's degree is preferred
- Proven experience working with a team of professionals and assisting with multiple projects in a fast-paced, dynamic environment
- Experience in assisting or directing the planning, development, design and implementation of successful instructional and community programs with an emphasis on inspiring creativity and innovation throughout the curriculum and dialogue
- Experience and expertise with music instrumentation a plus
- Must be energetic, articulate and self-assured, and possess strong interpersonal skills
- Ability to exercise a strong presence to convene groups, shape dialogues, and assist with managing productive relationships at all levels
- Must have excellent analytical and judgment skills
- Strong proficiency in computer technology and software
- Passion for music and education
- Excellent verbal and written communication skills are essential
- Proven ability to provide effective customer service
- Must be creative, motivated, and detail-oriented, with strong organizational skills in order to manage a continuous workflow of a high volume, multi-tasking environment

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- Demonstrated ability to work effectively in a collaborative team environment with a dynamic range of people, and to guide and support other staff in the Education & Public Programs department
- Experience producing events and handling artists and management teams a plus