

ASHEVILLE ART MUSEUM

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Adult Programs & Community Outreach Associate

Updated December 2021

Organization

Established in 1948 by artists, the Asheville Art Museum engages, enlightens, and inspires individuals and enriches community through dynamic experiences developed for all ages that interpret its Collection and exhibitions of American art of the 20th and 21st centuries. Anchoring the center of lively downtown Asheville in the Blue Ridge Mountains, the Museum serves residents of the Southeast and Western North Carolina region, as well as visitors from around the country and the world.

Position Description

The **Adult Programs & Community Outreach Associate** works in close partnership with the Learning & Engagement staff on planning and implementing a diverse array of onsite, outreach, and virtual educational programs for college-age, adult, and older-adult audiences, developing partnerships and programs for diverse and underserved audiences of all ages and providing interesting programs to our area's many visitors. This position reports to the Director of Learning & Engagement and helps manage Learning & Engagement interns and volunteers.

Primary Responsibilities/Essential Functions

- With Director of Learning & Engagement, develop and implement programs (access programs, gallery talks/tours, lectures, panel discussions, reading group, classes and workshops, films, performances, speakers bureau, travel, etc.) relating to special exhibitions and Museum's Collection for a diverse range of college-age, adult, and older-adult audiences. Reserve education spaces; prepare and process contracts and paperwork; manage education spaces during programs; order supplies; and correspond with presenters/instructors and participants as needed.
- With Director of Learning & Engagement, manage group tours for guided and self-guided groups of adults. Send program confirmations, communicate with docents, invoice groups, and check-in groups at the welcome desk.
- Lead engaging and intellectually stimulating programs and group tours centered on the Museum's Collection and special exhibitions for adult audiences using established tour curricula, visitor engagement techniques (e.g. Visual Thinking Strategies), art knowledge, Museum trainings, and research as needed.
- Process registrations and track statistics for adult programs. Produce reports for Director of Learning & Engagement and Director of Finance & Operations as needed.
- With Learning & Engagement and Communications teams, help build awareness of education programs through word-of-mouth, contributions to the Museum's website/social media/newsletter, and other communications tools in order to grow participant base.
- Develop and foster community partnerships and outreach programs to serve diverse audiences.
- With Learning & Engagement and Development teams, participate in long-range planning to determine need for, planning, and growth of current and new community partnerships and arts educational programming that targets underserved

and diverse populations of all ages in WNC (e.g. adult outreach program, people with disabilities, LGBTQ+, BIPOC, etc.).

- Assist Learning & Engagement and Curatorial teams with docent training, as needed.
- Other duties as assigned.

Special Requirements

This year-round, full-time position with full benefits requires a flexible schedule to accommodate programs, events, and after-hours work including weekend and evening hours. Annual compensation includes a salary range of \$37,000 and \$39,000 depending on experience, plus paid time off, health insurance, and retirement benefits after required probationary period. The incumbent should have a valid driver's license and be able to navigate the Museum's building/grounds for programs, and to travel periodically for meetings or Museum business.

Education/Experience

The ideal candidate will have an undergraduate degree in art education, art history, material culture, museum education, museum studies, studio art, or related field; 2+ years teaching, touring, administration, or studio experience, especially in a museum, gallery, or education setting; and excellent writing, editing, verbal communication, and interpersonal skills including public speaking. Fluency in a second language (esp. Spanish) and/or American Sign Language; working knowledge of Microsoft Office suite, photo and/or video editing software, website content management system (WordPress), and workflow management software (Trello); and/or interest/experience working with people with disabilities are highly desirable. The incumbent must be flexible and able to work independently, collaboratively, and effectively in a fast-paced, creative environment.

To apply, please send resume, cover letter, and a list of three references to mailbox@ashevilleart.org with "Adult Programs & Community Outreach Associate" in the subject line.

Duties, responsibilities, and activities may change at any time with or without notice.

Equal Employment Opportunity

The Asheville Art Museum provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Diversity, Equity, Access, and Inclusion

The Asheville Art Museum's vision is to transform lives through art, and we welcome all visitors without discrimination. The Museum acknowledges that it is situated upon the ancient, southern Appalachian ancestral homeland of the Cherokee Tribe and that this region is still the home of the Eastern Band of Cherokee Indians today. The Asheville Art Museum is committed to being an active leader against racism. We uphold anti-oppressive and equitable practices, while striving to create opportunities for education and action to build a stronger community. The Asheville Art Museum is dedicated to advancing diversity, equity, access, and inclusion—now and in the future. The Museum is moving with awareness and commitment, through assessment, training and engagement, to implementation and accountability.