

# ASHEVILLE ART MUSEUM

2 South Pack Square | 828.253.3227 | ashevilleart.org  
PO Box 1717 | Asheville, NC 28802-1717

Youth & Family Programs Manager  
Learning & Engagement Department  
*Updated Feb 17, 2023*

## 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 **Youth & Family Programs Manager** is responsible for leading the planning, development, and delivery of on-site and off-site, hands-on programming for child, teen, and family audiences. This position leads a variety of programs including Summer Art Camp, Holiday Arts Extravaganza, Afterschool Outreach, Makerspace, Pre-K programming, Library Storytime & Art, and oversees Art PLAYce, the Museum's intergenerational creative space and the Museum's Community Gallery Space, as well as initiates and fosters new programming for youth and family audiences. This position develops and delivers studio artmaking experiences for student and teacher programs including Teacher Professional Development, Educator's Night Out, and Community Days. The Youth & Family Programs Manager reports to the Director of Learning & Engagement.

## Primary Responsibilities / Essential Functions

- Responsible for all aspects of Summer Art Camp. This includes workshop development and schedule-creation, writing program copy, contracting and corresponding with Camp instructors, hiring and scheduling Camp interns, overseeing and maintaining registrations, providing clear communication with staff, parents, and guardians, ordering and organizing art supplies, monitoring budgets, documenting data, and completing evaluations.
- Manage and oversee all on-site and off-site Museum programming for children, teens, and families.
- Develop and teach after-school programs for elementary and middle school students with assistance from School & Teacher Programs Manager, as needed.
- Develop, deliver, and oversee community programs for children and families, such as Library Storytime & Art programming.
- Design and incorporate studio art-making components into select pre-K-12 student tours. Collaborate with School & Teacher Programs Manager, as needed with support in planning and logistics.
- Design and incorporate appropriate hands-on artmaking experiences for the More Than Math Program, Makerspace, and Teacher Professional Development workshops. Collaborate with School & Teacher Programs Manager as needed.
- Develop, manage, and maintain art installations, interactives, art books, and supplies for the Wells Fargo ArtPLAYce.
- Manage all Learning & Engagement studio spaces, including classrooms, and ArtPLAYce.
- Manage the exhibition schedule of the Learning and Engagement Department's Community Gallery space. Collaborate with Learning & Engagement team to develop roster of exhibitions

# ASHEVILLE ART MUSEUM

2 South Pack Square | 828.253.3227 | ashevilleart.org  
PO Box 1717 | Asheville, NC 28802-1717

highlighting artwork created by K-12, adult audiences and installations from the Museum's collection and tour themes.

- Responsible for all aspects of Holiday Arts Extravaganza. This includes developing and teaching curriculum, maintaining accurate registration database, and overseeing all communication with parents and guardians.
- Collaborate with Learning & Engagement Team to design and develop youth and family exhibition guides and other interpretive activities.
- Work closely with the Adult Programs & Community Outreach Manager and the School & Teacher Manager to create hands-on activities for regularly occurring Museum Community Days.
- Proactively initiate, develop and manage teen and high school partnership programming.
- Support the School & Teacher Programs Manager with all aspects of the annual Scholastic Art Awards Program.
- Provide timely, accurate program information and materials to the Communications team ensuring successful website, social media, and newsletter promotion to build audience awareness and participation.
- Manage youth and family programming contract staff, visiting artists, interns and volunteers. Schedule, train, and supervise volunteers involved in youth and family program delivery.
- Archive art-making studio and lesson examples for youth and family programming.
- Maintain and provide accurate statistics and reports to evaluate the success of youth and family programs in an effort to guide new initiatives and growth.
- In collaboration with the Learning & Engagement team, engage with the local community to build a diverse network of collaborators and partnerships.
- Network with community partners, art-related institutions, and organizations to spearhead and implement new programming initiatives for youth and family audiences.
- Build and monitor budgets, revenues, and spending.
- Develop content for grant applications.
- Assist Director of Learning & Engagement with Tour Guide program training and support ongoing Tour Guide continuing education.
- Assist School & Teacher Programs Manager with development of pre-K-12 tour curriculum.
- Assist Learning & Engagement and External Affairs Departments with special events including Community Days and Gala.

To apply, send your resume and (optional) cover letter to [careers@ashevilleart.org](mailto:careers@ashevilleart.org).

## Special Requirements

The Youth & Family Programs Manager is a year-round, full-time position with benefits. This position's schedule requires flexibility to accommodate pre-open hours tours and weekend or evening programs. Annual compensation includes a salary range between \$38,000 and \$40,000 depending on experience, plus paid time off, health insurance, and retirement benefits after the required probationary period. The incumbent should have a valid driver's license and be able to traverse the Museum, handle tools or controls, use close vision, tolerate moderate noise levels, and travel periodically for programs and Museum business.

# ASHEVILLE ART MUSEUM

2 South Pack Square | 828.253.3227 | [ashevilleart.org](http://ashevilleart.org)  
PO Box 1717 | Asheville, NC 28802-1717

## Education and Experience

Undergraduate degree in art education, art history, education, museum studies, studio art, or related field, as well as working knowledge of art education theory, curriculum design, and instructional methods are required; 3+ years' experience in program planning/management or teaching are preferred. Fluency in a second language (esp. Spanish) and/or American Sign Language, teaching certification and/or familiarity with NC Standard Course of Study, and/or interest/experience working with people with disabilities, are a plus. Candidate should be comfortable working in MS Office (i.e. Word, Excel, and Publisher), as well as with public speaking, working with multiple age levels, and multitasking. Working knowledge of WordPress is a plus.

To apply, please send resume and cover letter to [careers@ashevilleart.org](mailto:careers@ashevilleart.org) with "Youth & Family Programs Manager" 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.