



The Cummer Museum of Art & Gardens Employment Opportunity – Youth and Family Programs Manager

The Cummer Museum of Art & Gardens seeks a Full-time **Youth and Family Program Manager** who is responsible for managing programmatic experiences that engage multigenerational audiences and youth. The program manager designs, implements, staffs and evaluates a broad range of innovative and multidisciplinary learning programs that engage youth and families of all ages in the art and gardens of the Cummer Museum, including teen programs, classes, workshops and drop-in programs.

The Cummer Museum is a dedicated partner in advancing educational outcomes for students through providing young people and their families with meaningful and authentic experiences with arts and nature. Museum-based experiences positively impact overall health and development of young people, including academic, social-emotional and creative gains. The Museum helps support the whole child by engaging and supporting the family through fun and social multigenerational experiences. In their role, the program manager will center equity and inclusion; embrace the Museum's interdisciplinary teaching and learning approach; lead with the art and gardens; and advance the museum's role as a leading national resource that brings people together through the power of creativity, wellness and lifelong learning.

Essential Duties:

- Support the Cummer Museum's mission, vision and values by exhibiting the following behaviors: excellence and competence, collaboration, innovation, respect of individual, commitment to our community, and accountability and ownership.
- Manage the design, delivery, staffing and evaluation of programs for youth and family visitors. This includes the Junior Docent program for teens, art classes, exhibition-related workshops, camps and other content-based programs for youth and families.
- Develop relationships with community organizations that serve youth and families, such as juvenile justice providers, after school program providers, foster care agencies, etc.
- Develop and manage program budgets.
- Serve as a Museum teacher/educator for tours, classes, and select in-house programs.
- Manage contracted teaching artists and research/recruit new teaching artists.
- Manage the Arts Connections learning gallery including its hands-on activities and rotating exhibitions.
- Collaborate cross-departmentally to design and deliver quality interactives within the Museum's galleries and gardens.

- Create, design, and implement integrated art and garden classes based on local and national education standards and using Universal Design methods.
- Assist in creating and implementing curricula and programs for school tours and Docent and staff trainings.
- Work with the Assistant Director of Education on evaluations and assessments for all relevant programs and experiences.
- Participate in Museum events such as general member openings, Summer Fridays, special community days.
- Perform other job duties, as assigned.

Knowledge, Skills and Abilities:

- BS or BA in Art History or Education, African American Studies, Asian Studies, or another humanistic discipline preferred.
- Flexibility and respect for cultural diversity.
- Experience in art education, art history, studio art, teaching in a school, museum, public garden, zoo or nature preserve or similar field. Three years of experience teaching or working with youth and families in an arts center, school, after school, museum, etc.
- Knowledge of current education practices, visitor experience theories and local/national education standards, including the whole child approach, fostering youth voice and positive youth development, experiential teaching practices, family engagement strategies and multigenerational learning.
- Demonstrated knowledge and familiarity with visual arts and garden programming. Knowledge of the Cummer Museum collection (art and gardens) is preferable.
- Experience developing and delivering digital programs (i.e., using Teams, Zoom, Google Classroom, pre-recorded visual media, podcasting) and comfort with being on camera for virtual programs.
- Computer skills in Microsoft Office 365 (Word, Excel and Outlook), Volgistics volunteer management software or ability to learn new software quickly.
- Ability to coordinate multiple tasks and priorities in a fast-paced work environment.
- Self-starter with strong problem-solving skills, and the ability to make informed choices using good business sense, respond to customer service needs, be reliable, have an outgoing attitude and a welcoming nature.
- Ability to communicate in the written and spoken word with tact, diplomacy, and/or authority when necessary.
- Ability to work with co-workers, volunteers, and the public in a professional manner in a variety of tasks.
- Ability to work well alone and collaboratively on project teams. Be self-motivated and goal oriented.
- Be open to learning and adapt to changes as they arise within the museum.
- Ability to frequently lift and carry up to 25lbs.
- Ability to bend, stoop, lift, reach, push, pull, twist, walk, crouch and squat.
- Valid Florida driver's license.

Applicants send letter of interest, resume, and salary requirements to the Cummer Museum of Art & Gardens, Attn: Human Resources Department, 829 Riverside Ave, Jacksonville, FL 32204 or jobs@cummuseum.org.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Cummer Museum's policy is to provide equal employment opportunity to all qualified employees and applicants for employment without regard to race, color, ancestry, national origin, gender (including pregnancy), sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, service in the military, or any other protected status as required by federal, state, or local law. The Museum's intent and desire is that equal employment opportunities will be provided in employment recruitment, selection, compensation, benefits, promotion, demotion, layoff, recall, transfer, leave of absence, termination, and all other terms and conditions of employment.

COMMITMENT TO DIVERSITY

The Museum is committed to creating and maintaining a workplace in which all employees have an opportunity to contribute to the success of the institution and are valued for their skills, experience, and unique perspectives. In addition to being an important principle of sound business management, this commitment is embodied in Museum policy and the way it does business.