

Helen Day Art Center

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## Gallery Education & Public Programs Coordinator at Helen Day Art Center

Helen Day Art Center in Stowe, VT seeks a Gallery Education & Public Programs Coordinator 8-10 hours per week

The Art Center is a fast-paced, mission-driven organization in Stowe, VT offering dynamic programming through exhibitions, education and public programs.

The Gallery Education & Public Programs Coordinator is charged with executing the Helen Day Art Center's expanded programming initiative, Gallery Education. This individual will work to broaden enriching educational activities for children, families, and adults in an exploratory environment in the galleries, while providing access to new understanding, technologies and equipment. This individual will work collaboratively with the Executive Director to set the vision and programming strategy for gallery education and will collaborate with the Classroom Education Manager on cross-department projects.

Key qualities include a passion for art, museum education, community outreach and those we serve, attention to detail, hard-working, team player, self-driven, and previous experience with museum or gallery education.

The role requires the ability to work with extreme accuracy and efficiency, a high degree of dependability and professionalism, expertise in customer service, strong knowledge of art history and hands-on programming, office fundamentals, ability to maintain good spirit and humor under pressure, and trustworthiness.

Bachelor's degree required, preferably in art history  
Compensation based on skills and experience

Reviews of applicants will begin immediately. Submit a cover letter, resume and references to Jen Schoeberlein at [deputy@helenday.com](mailto:deputy@helenday.com). Please include the words "Gallery Education" in the subject line.

Responsibilities include, but are not limited to:

### Primary Responsibilities:

- Develop, plan, and implement interpretive programs and resources for visitors focused on

the gallery's exhibitions.

- With support from the Exhibitions Director research, develop and write education materials for distribution to schools, teachers, docents, greeters, adults and youth.
- With support from Exhibitions, design and implement interpretive learning materials for the galleries and hands-on room.
- Form partnerships with peer organizations, schools, teachers, artists, volunteers, homeschoolers and others for the purpose of supporting and expanding the Education program. Build and maintain comprehensive list of these groups including contact information.
- Lead outreach efforts to Vermont youth and schools to increase school tours in the galleries.
- Maintain close communication with the Gallery Manager or Curator to facilitate program integration.
- Design, produce and develop the content for the Jeff White Hands-On Room for each exhibition, including the design of the physical space, hands-on activities and educational materials.
- Work with the Curator or Exhibitions Director to develop public programming for the galleries, including lectures, panel discussions and other events.
- Research Vermont Education Standards as they relate to HDAC programs.
- Other duties as requested.

Report: Education Director reports to the Executive Director and the Deputy Director.

## **WORK ENVIRONMENT**

Helen Day Art Center's small staff operates as a team. Staff members assist each other as needed, so that the Art Center presents a unified schedule of exhibits and programs to the public, in support of the mission, vision and goals of the Art Center.

1. Occasional evening and weekend work required.
2. Hours will fluctuate some weeks dependent on exhibitions, education programs, or special events.
3. Some travel may be required.

The above duties and responsibilities describe the general nature and level of work performed in this job. They should not be construed as an exhaustive listing of all job duties and responsibilities by employees so classified.

## **KNOWLEDGE, SKILLS AND ABILITIES**

1. Relevant degree and minimum of 3 years museum education work experience, including public program design.
2. Experience growing a new programming initiative.

3. Knowledge of contemporary educational methods and philosophies.
4. Experience and genuine passion for working with all ages and all backgrounds.
5. Creative self-starter comfortable suggesting ideas within the context of a new program, while also being comfortable with a group decision making process.
6. Strong organizational and time-management skills, with the ability to set priorities and limits in order to accomplish tasks, meet deadlines, and adapt to changing priorities.
7. The ability to work independently, multi-task, and participate as an effective team member.
8. Excellent communication and interpersonal skills.
9. Knowledge of fundamental office practices, procedures and equipment. Past experience with Macs, Adobe Creative Suite, and Google cloud suite preferred.
10. High degree of personal and professional integrity and the ability to treat sensitive information with the highest degree of confidentiality. Ability to exercise good judgment, courtesy and tact in dealing with the general public, Board, staff and affiliates of the Art Center.
11. Fluency in English, with additional languages preferred.
12. Commitment to the value of diversity including gender, race, age, socio-economic level, sexual orientation and religion.
13. A valid driver's license required and access to a vehicle preferred.