EDUCATION PROGRAM MANAGER, YOUTH & SCHOOLS

ABOUT MoAD

Museum of the African Diaspora (MoAD) is shaping a new vision for its future — a vision that builds on its unique history and values and propels its mission into the 21st century. By realizing our mission, MoAD invites everyone to engage in the cultural expression of the African Diaspora through contemporary art.

The Museum of the African Diaspora (MoAD), a contemporary art museum, celebrates Black cultures, ignites challenging conversations, and inspires learning through the global lens of the African Diaspora. MoAD is based in San Francisco and plays a vital role in the local arts community. MoAD is uniquely positioned as one of the few museums in the world focused exclusively on African Diaspora culture and on presenting the rich cultural heritage of the people of Africa and of African descendant cultures across the globe.

POSITION OVERVIEW

Reporting directly to the Senior Director of Education, MoAD seeks an enthusiastic and self-motivated, and highly team-oriented Program Manager to manage the day-to-day operations of key Education Department programs, specifically MoAD in the Classroom (MIC) and the MoAD Teens Program. The incumbent has a passion for promoting the mission and programs of Museum of the African Diaspora (MoAD). The ideal candidate has experience managing complex, multifaceted education programs, developing and leading training programs, demonstrated experience supervising a part-time teaching staff team, developing partnerships with community organizations, demonstrated experience in a K-12 school environment, and is passionate about the museum and its education programs.

The MoAD Education Manager, Youth & Schools is responsible for working with the Senior Director of Education, Senior Education Manager, and other staff members to manage the logistics of program implementation. The Program Manager builds, trains, and supervises a team of eight (8) teaching artists both onsite and offsite. They should be organized and detail-oriented, friendly with a sense of humor, exhibit strong communication skills; possess teaching ability; have an understanding of nonprofit operations; and have a strong interest in working in a museum setting with a wide variety of audiences. The qualified candidate will have experience in the field of K-12 education, a solid understanding of youth development principles, experience working with all members of the educational community. They posses the ability to conduct outreach to current and prospective school partners. They are required to to provide technical assistance and coaching to staff on the spot.

DUTIES AND RESPONSIBILITIES

Programs, Curriculum, and Operations

- Manage the development and implementation of the MoAD in the Classroom (MIC) Program and MoAD Teen Program in accordance with program and funder objectives
- Manage all logistics of the MIC Program and MoAD Teen Program including scheduling and communication with school site teachers & families, scheduling staff visits, and transportation
- Lead and contribute to the ongoing development of art and visual literacy curriculum designed to support third and fourth-grade classrooms across the San Francisco Bay Area and teens in the summer teens program
- Review existing content, curriculum, strategies, and research/evaluation to make recommendations and implement approved modifications
- Continually monitor programs and teaching artists for quality assurance and relevance to the state and national standards and best practices in youth development
- Schedule and monitor transportation for participating schools to visit the Museum

Organizational Leadership Responsibilities

- Develop and lead professional development and training sessions to build the capacity of Teaching Artists
- Establish a regular presence outside the Museum and deliver technical assistance and support at partner school sites
- Coordinate and collaborate in the development and implementation of teacher orientations, professional development workshops, museum family days, and events to deepen youth, family, and community engagement with the Museum
- Schedule and supervise teaching artists
- Represent the Museum and Youth Programs at community and professional meetings and conferences
- Facilitate and participate in staff meetings actively supporting the organization's mission and priorities

Administrative Responsibilities

- Manage the selection, ordering,organization, and keep inventory of program art supplies and consumables
- Communicate and facilitate meetings with external partners regarding program logistics
- Collaborate with internal and external evaluators to track and report program participation and demographics, make continual improvements to the program, and measure program outcomes and impacts
- Maintain departmental responsibilities (meetings, email, phone, etc.)
- Data, budgeting, and record keeping including updating departmental documents
- Requires occasional weekend and evening hours

- This is a full-time exempt position, working a hybrid schedule. Typical work days are remote on Mondays & Tuesdays, and in the office Wednesday-Friday. Work schedules may require expanded hours and flexibility when needed and the successful candidate must attend major MoAD events, as well as all department-related activities
- Other duties as assigned

QUALIFICATIONS

- Bachelor's degree in museum education, education, art, art history, African Diaspora studies, or a related field from an accredited institution. Master's degree preferred. Four (4) years of relevant experience may be substituted for the required education
- Demonstrated experience with staff training and management
- Three (3) or more years in a K-12 education environment, classroom experience requiredExperience with and knowledge of museum education techniques and resources
- Experience developing participatory experiences for adults and children
- Familiarity with issues relevant to the African Diaspora and communities of color
- Demonstrated project management and ability to balance multiple priorities, meet deadlines, completing projects on schedule and on budget
- Experience facilitating staff training programs
- Ability to work independently as well as part of a team
- High level of computer literacy including, MS Office Suite and calendaring
- Experience with culturally relevant education, curriculum development, and classroom management is highly preferred

SKILLS AND ABILITIES

- Public speaking skills
- Ability to train and supervise a diverse group of teaching artists
- Ability to collaborate on program design and implementation
- Strong interpersonal skills
- Strong writing and research skills
- Strong organizational skills
- Be able to lift up to 40 lbs

COMPENSATION

The pay rate ranges from $65,000 – $72,000, full-time (40 hours), full benefits.

Anticipated Start Date: September 2023

TO APPLY

To apply please submit a cover letter and résumé to education@moadsf.org with the subject line: Education Program Manager

All inquiries will be considered and kept confidential. Please, no phone calls about this position.

COVID-19 POLICY

In accordance with partner school district partner policy, all MoAD employees providing in-person services at MoAD and partner school sites are required to be fully vaccinated against COVID-19; or if they cannot receive the COVID-19 vaccine due to disability or a sincerely held religious belief will instead show proof of a negative COVID19 test administered within 72-hours of the first entrance upon a District school site or facility and every week thereafter.

DIVERSITY COMMITMENT

Diversity makes us stronger. MoAD is committed to diversity in its programming and creating an inclusive work culture and environment that is reflective of the San Francisco Bay Area. We are an Equal Opportunity Employer, and all qualified applicants will receive consideration for employment without regard to race, color, ethnicity, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records