



## MONTCLAIR ART MUSEUM

3 South Mountain Ave.  
Montclair, NJ 07042  
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montclairartmuseum.org

**POSITION TITLE:** Education Coordinator, Studios, Supplies, Exhibitions  
**DEPARTMENT:** Vance Wall Art Education Center  
**SUPERVISOR:** Customer Service and Education Manager

**Part-time, year-round position. Average of 22 hours/week with flexibility based on time of year.**

The Education Coordinator supports all department efforts and is responsible for the smooth functioning and general management of Montclair Art Museum's Vance Wall Art Education Center art studios and education exhibitions, and stocking/organizing of supplies used for public programs, classes, and tour programs in art studios, Art Truck, and online. In addition, the Education Coordinator works collaboratively to oversee the department-wide Education Center exhibition schedule.

Responsibilities include, but are not limited to:

### Studios and Supplies

- Organize art supplies and materials in studios and Art Truck, and restock as needed.
- Work with Digital Media Coordinator to order supplies for digital art classes and programs.
- Purchase art supplies for department with Supervisors' approval. Monitor expenses and work within a budget.
- Conduct a thorough inventory of stocked supplies each semester.
- Anticipate supply needs on an ongoing basis and inform audience specialists.
- Communicate with instructors, educators, and audience specialists regarding supply needs and studio protocols.
- Compile and ship boxes of supplies to students and schools for virtual tours and classes.
- Identify cost-savings measures for art supplies, including donations of reusable/recyclable materials and in-kind donations of supplies. Communicate with Development Department.
- Assist with identifying studio locations and set-up needs for classes and workshops as course calendars are planned each semester. Post schedule and set-up needs in studios and share with Facilities.
- Remove old art projects at the end of the semester.
- Inform Facilities Manager when cleaning supplies need to be ordered and maintenance is needed.
- Maintain awareness of studio safety policies and guidelines. Propose policies, as needed.
- Run supply and materials-related errands for Center, as needed.
- Provide printed materials for instructors upon request.
- Order and monitor supplies for Learning Lab and any other interactive spaces in the museum.
- Work with Facilities Department and volunteers as needed to accomplish responsibilities.

### SummerART

- Collect and review SummerART lesson plans and supply lists for consistency in projects and supplies. Place orders for supplies and manage inventory.
- Oversee logistics of SummerART exhibitions and communicate installation needs and schedules to instructors. Purchase supplies and food for SummerART receptions, and secure in-kind donations.

### Education Center Exhibitions

- Work with department to identify exhibitions that showcase MAM's programs and community partnerships.
- Maintain exhibition schedule and communicate with Facilities Manager. Install/deinstall, and schedule outside contractors or assistants as needed.

### Additional Department Assistance

- Attend weekly department meetings and educator/instructor planning meetings.
- Assist with recruitment of educators and instructors; share position listings with appropriate outlets, and schedule interviews for staff.
- Assist with class registration as needed.
- Special projects within the scope of the position.

### **Qualifications:**

B.A. or B.F.A. in studio art or art education, with two years of experience working in a studio art environment and strong understanding of art supplies suitable for a range of ages, or equivalent experience. Working knowledge of Microsoft Office and Google Suite along with ability to learn new software and databases. Bilingual English/Spanish a plus. Strong organizational skills, time management, creative problem-solving, attention to detail, and good judgment are required for monitoring and maintaining studio supplies. Proven commitment to creating educational environments that prioritize accessibility and inclusion. Team-oriented work ethic and professional maturity is critical, as the position requires effective communication with Vance Wall Art Education Center staff, instructors, faculty, volunteers, and across departments.

Physical requirements: Position requires working onsite in the Museum building. Ability to lift 20 pounds.

The Montclair Art Museum, as a community-centered institution, is unequivocal in our stance against racism and injustice in all of its forms. MAM strives to maintain an environment that fosters productivity, creativity, and individual satisfaction by celebrating the many diverse traits of our community, which includes but is not limited to race, gender, nationality, age, religion, sexual orientation, and disability. We see the arts as playing a critical role as a medium of observation, insight, education, articulation, and advocacy and seek to provide a platform for facing tough issues in our society as expressed through art. We seek candidates who combine a commitment to excellence in their field with a passion for this role for the arts and have creative ideas on how our exhibitions and programs can serve as an agent for societal change.