

Craft Contemporary

DIRECTOR OF EDUCATION

Craft Contemporary



Summary of Position

Craft Contemporary seeks a passionate and highly effective educator to serve as its new Director of Education. This position presents a unique opportunity to lead an established and successful Education Department within a vibrant museum with a rich history in Los Angeles. The organization is experiencing a revitalization under new leadership, enhancing its distinctive position in the art community.

The Director of Education will develop, implement, and manage curriculum-based educational projects and programs based on current exhibitions to foster an appreciation and deeper understanding of craft and exhibitions for participants of all ages. The ideal candidate will have broad knowledge of K-12 museum education, including experience in developing standards-based arts curriculum and pedagogical strategies, as well as familiarity with the Los Angeles educational ecosystem.

Responsibilities include managing Craft Contemporary's school visits program, the annual teen program, family programs, and various community and outreach initiatives. Under minimal supervision, the Director of Education recruits, trains, and supervises the Education Assistant and teaching artists to achieve educational and programming goals. Additionally, the Director of Education will schedule programming, build and sustain relationships with external community partners, schools, educators, and teachers, and co-create educational programs with visiting artists.

The Director of Education reports to the Executive Director and works collaboratively with the Senior Curator, Director of External Affairs & Curator, and other staff members. This is a full-time, hybrid (four days in the office, one day remote), exempt position requiring a flexible schedule, including some weekend and evening hours.

Roles and Responsibilities

- Oversee the development, implementation, and evaluation of standards-based multidisciplinary educational programs (K-12 and adult group tours) related to the Museum's mission and exhibitions. This includes developing standards-based lesson plans, instructional materials, activities, and leading tours.
- Schedule and coordinate school buses for weekly visits (two per week) by communicating with schoolteachers and the bus company, filling out necessary paperwork, and processing bus payments.
- Contribute to and maintain effective community and school partnerships. Select schools for bus stipends based on need (e.g., Title 1 schools), distance from the museum, and relationship building with schools.
- Hire, train, and supervise an Education Assistant who co-leads school visits and assists with all aspects of educational programming at the museum.
- Manage and lead a teen afterschool program, which includes fostering relationships with local high schools, program recruitment, and assisting visiting teaching artists with curriculum development and implementation.
- Develop monthly public family programming suitable for all ages and create strategies to bridge education and public programs efforts in collaboration with the Director of Public Engagement.
- Utilize and update the program ticketing platforms for family programs.
- Hire, train, and collaborate with teaching artists from diverse backgrounds to lead the annual teen program and monthly family programs.
- Schedule and lead guided and self-guided gallery tours for adult groups at the museum.
- Evaluate K-12 education programs and collect participant demographics to report on and improve program design and accessibility.
- Represent the museum at conferences and external events related to the field of museum education.
- Develop interpretive materials for families as printed activity guides to engage learners of all ages with works on view in select exhibitions.
- Work collaboratively with the Exhibitions team to develop training opportunities for contracted security guards on working with the public and audiences of all ages.
- Serve as a member of the museum's Inclusion, Diversity, Equity, and Accessibility (IDEA) Committee.
- Perform other job-related duties as assigned.

Traits, Characteristics, & Qualifications

- Demonstrate commitment and enthusiasm for Craft Contemporary's mission.
- Bachelor's degree in art, art history, museum studies, or a related field, and 3 to 5 years of professional museum experience.
- Understanding of museum education, object-based learning, developmental theory, and best practices for teaching K-12 students of all levels.
- Familiarity with different learning styles, needs, and accommodations.
- Preferred familiarity with the materials and processes related to the history of craft and visual culture in the United States, including ceramics, textiles, woodworking, printmaking, jewelry, basketry, collage, assemblage, sculpture, etc.

- Teaching experience, ideally in a museum setting.
- Strong attention to detail, organizational, planning, scheduling, and research skills.
- Knowledge of the methods, techniques, and procedures involved in the interpretation of art for diverse audiences.
- Strong written and oral communication skills and public speaking abilities.
- Proven ability to work independently and take initiative with a positive attitude and solution-oriented approach.
- Spanish language skills preferred.
- Ability to manage a budget and work within the museum's financial constraints.
- Demonstrated ability to establish and maintain effective working relationships with staff, artists, visitors, volunteers, donors, collectors, professional colleagues, and other members of the museum community.
- Team-oriented and comfortable working in a small organization and shared office space.
- Ability to work collaboratively and productively with a diverse, multigenerational professional staff to foster a positive and cooperative work environment.
- Demonstrate mature judgment, with a high level of personal and professional integrity and trustworthiness.
- Receptive to feedback and able to incorporate it into work.
- A high level of initiative with the ability to identify and manage all resources, tasks, and systems to achieve tangible results, while also being responsive and adaptable to people and cultural changes, with flexibility and a human-centered approach.
- A core commitment to diversity, equity, accessibility, and inclusion.
- Must be able to sit, stand, walk, or be mobile, and safely carry up to 25 pounds during normal duties independently or with a team.
- Must have hand/wrist coordination and good vision for computer work and artwork inspection (with or without the aid of eyeglasses, contact lenses, or other adaptive technologies).
- Must be able to stand for long periods or engage in physical activity within a museum environment, including exposure to wood dust, paint fumes, and other environmental hazards.
- Must have a valid driver's license and proof of insurance.
- Must be up to date on COVID-19 vaccination.

Compensation

The budgeted salary range for this position is \$65,000-\$75,000. A benefits package will also be provided.

Craft Contemporary is an equal opportunity employer. We encourage candidates from all backgrounds to apply, as diversity and inclusion are fundamental to our organizational values. We are committed to providing a workplace that embraces and celebrates diversity, fostering an environment of equal opportunity for all.

Application Procedure

To be considered for this position, please submit the following as PDF attachments to Rody N. Lopez, Executive Director, HR@craftcontemporary.org:

1. Letter of interest

2. Resume/CV with professional references
3. Example of a proprietary syllabus and/or lesson plan

The application period will remain open until the position is filled. We anticipate the selected candidate to start by August 12, 2024.

About Craft Contemporary

Craft Contemporary, located on Los Angeles' historic Miracle Mile, resides in a three-story neo-Georgian building designed in 1930 by Gilbert Stanley Underwood. Once housing Frieda Schroeder Cakes, it was transformed into a restaurant and gallery by painter Edith Robinson Wyle in 1965, gaining non-profit status as the Craft and Folk Art Museum in 1973. Today, its façade, adorned with a vibrant geometric design by Los Angeles artist Brent Spears (Shrine), showcases the museum's dynamic spirit.

In 2018, the institution transitioned to Craft Contemporary, aligning its name with a mission that celebrates both the process and outcome of making. Craft Contemporary is a vibrant hub for creativity and cultural enrichment in Los Angeles, embracing diverse audiences. The museum remains committed to Wyle's legacy, curating exhibitions featuring established and emerging artists exploring craft media often overlooked in larger institutions. Wyle's belief in the transformative power of hand-crafted objects echoes through the museum's commitment to representing handmade art, cultural identity, and immersive experiences. The institution continues to evolve, offering educational programs and hands-on multigenerational workshops, creating a space where Los Angeles residents can deepen their connection to art, creativity, and community.

The museum also features an award-winning [Museum Shop](#), which is a destination in its own right.

Please visit www.craftcontemporary.org/about for more information.

About Los Angeles

Los Angeles is the commercial, financial, and cultural center of Southern California. The city covers approximately 470 square miles and is home to a population of 4 million residents (10 million in Los Angeles County); it is the largest city in the state of California and the second most populous city in the United States. Los Angeles is known for its Mediterranean climate, ethnic and cultural diversity, championship sports teams, and beautiful beaches. Los Angeles ranks among the world's largest economies; not only is it the epicenter of the entertainment industry, but Los Angeles also has a booming tourism industry and strengths in international trade, technology, fashion, and digital media. Los Angeles is home to iconic landmarks and attractions, renowned universities and colleges, and more museums than any city in the United States, including The Getty, Los Angeles County Museum of Art, The Broad, and California Science Center.