Museum Learning Manager

The Museum of Russian Art (TMORA) in Minneapolis seeks a creative, community-minded individual with experience developing programs for children/families, school-based audiences, and adults. This position is responsible for the implementation of all facets of education program delivery, including program conception, development, and implementation, outreach to schools, libraries, and community centers, as well as capturing and analyzing pre- and post-program evaluations.

TMORA explores the art and culture of Muscovite Russia, the Russian Empire, the Soviet Union, its former republics, and post-Soviet Russia. The Museum also exhibits the work of émigré artists from the regions noted and artists working with themes relating to the mission. TMORA is an active cultural center in south Minneapolis, presenting music and theater programs, as well as lectures on relevant subjects.

Responsibilities include:

- Conceptualize, develop, schedule and deliver programs, both in-house and external, for all audiences, with an emphasis on children’s/family programs.
- Act as liaison for surrounding school districts, private schools, charter schools, homeschool groups, and other organizations requesting tours. Schedule tours and maintain professional correspondence with teachers and group coordinators.
- Manage the Museum’s docent (Museum Guide) program.
- Document museum programs for social media marketing and website.
- Market programming and events through print, email, social media, and website.
- Evaluate programs to determine improvements needed.
- Manage budget of consumable supplies to support program needs.
- Stay up to date on museum education trends and develop new programming as needed.
- Stay current in the art/museum education field through professional affiliations and professional development.
- Provide institution-wide support for programs and events, as necessary.

The above description provides the general nature of duties being performed, not an exhaustive list of responsibilities. The museum retains the right to change or assign other duties.

Qualifications:

- Bachelor’s degree in art history, art education, museum studies or related discipline. Master’s degree preferred.
- Two – three years of experience planning, developing, and implementing education programs in an art museum or comparable organization.
- Familiarity with primary and secondary school education curricula and working knowledge of museum education.
- Excellent public speaking, writing, and editing skills.
- Ability to maintain excellent working relationships with a diverse range of individuals, including staff, teachers, students, volunteers, community partners, and the public with an emphasis on tact, diplomacy, flexibility, professionalism, and discretion.
- Proficiency with basic computer programs and current social media.
• Ability to assess and manage multiple competing priorities and work well under pressure, with excellent time management, as well as organizational and creative problem-solving skills.
• Ability to adhere to museum policies and support management decisions in a professional manner.
• Ability to take part in programs outside of normal office hours, including on evenings and weekends.
• Ability to work effectively in a changing environment, including changing work demands, procedures, technology, or priorities.
• Experience working with underserved groups and with the development of tours and programs, including those for visitors with special needs.

Diversity, Equity, Access, and Inclusion

TMORA commits to creating environments that are equitable, just, and accessible without discrimination toward a person’s race, gender identity, class, sexuality, ethnicity, religion, age, ability, and national origin. Employees at TMORA are expected to contribute to the advancement of equitable, inclusive organizational practices.

Employment Status: Full-time position, 40 hours/week, year-round
Regular Hours: Primarily Monday – Friday, 9:00 a.m. – 5:00 p.m. Flexibility of schedule is required to accommodate events and after-hours work including weekend and evening hours.
Compensation: $60,000.00 plus benefits

Application Instructions

Please submit a cover letter and resume by July 28, 2023 to info@tmora.org with the subject line “Museum Learning Manager.” All inquiries and materials will be confidential. Applications will be acknowledged.