

Lead Teaching Artist & Manager of Creative Experience

Job Description

Reports to Lead Teaching Artist & Manager of Creative Experience

Employment Status Full-Time

FLSA Status Exempt

Annual Salary \$64,480.00

The Orange County Museum of Art (OCMA) seeks a highly innovative and collaborative Manager and Lead Teaching Artist to facilitate and manage creative experiences and artmaking activities for all ages, with a primary focus on youth audiences.

This is an exciting point in the museum's evolution, as OCMA has recently moved into its 53,000 square foot home at the Segerstrom Center for the Arts in Costa Mesa, California.

The Manager and Lead Teaching Artist will oversee the development and delivery of artmaking programs and activities designed to foster creativity, strengthen family and community bonds, and support mental health and wellness.

This position is responsible for the development of multiple monthly family programming, special projects, and will further the expansion of youth and family exhibition learning resources. Additionally, and in collaboration with Director of Learning and Engagement, this position will oversee the advancement of new types of programming such as summer camps, creative youth development, and programs for teens.

Essential Duties and Responsibilities

- Develop, organize, and facilitate a suite of artmaking and creative activations for programs, workshops, summer camps, and special projects for youth, families, and adults
- Create lesson plans for artmaking activities that inspire innovation, experimentation, and artistic agency
- Facilitate artmaking activities, workshops, gallery activities, creative exercises, and summer camps at the museum and offsite locations
- Manage, supervise and mentor Teaching Artists and Teaching Artist Assistants in alignment with the museum's vision for connecting art and audiences
- Work closely with Manager of School and Teacher Programs as well as Manager of Public Programs
- Contribute to the Learning and Engagement Department's generative ecosystem to exchange build a cohesive vision for museum learning
- Recruit, train, and manage volunteers for large events
- Work collaboratively with multiple departments and nurture positive relationships
- Manage project timelines, schedules, and budgets

- Discuss conceptual connections between artworks that are not detectable through visual analysis
- Design experiences that integrate a range of senses, modalities, and materials
- Assess activity timeframes, format, and anticipated number of participants to ensure a positive creative environment
- Adapt activities to unique requirements for different spaces and demonstrate flexibility in use of materials
- Design exhibition specific collaborative projects, prompts, or games for audiences ranging from intimate to large-scale
- Prepare staff and volunteers to facilitate drop-in artmaking activities and incorporate lesson objectives
- Build relationships in the youth development community locally and nationally
- Integrate visual arts with interdisciplinary learning, such as music, writing, and design
- Cultivate professional relationships with a wide array of artists, as well as local and national institutions to ensure the vibrancy of the Learning and Engagement department
- Design and implement evaluation strategies for programs in consultation with Director of Learning and Engagement
- Support Director of Learning and Engagement to prepare an annual budget for youth and family programs, monitor expenses closely, and proactively anticipate program costs
- Assist Director of Learning and Engagement with funding proposals and impact reports
- Manage, order, and track inventory for art supplies
- Prepare materials and set-up activities for family and adult programming
- Practice the Learning and Engagement Department's values of generosity, collaboration, and reciprocity
- Attend required trainings
- Actively seek and participate in professional development opportunities
- Maintain a safe and clean working environment at all times
- Other duties as assigned

Qualifications

- BA in Art Education, Visual Art, or equivalent work experience
- Minimum 2 years' experience teaching art to youth in a creative or educational setting
- Experience creating lesson plans and activities for youth and/or adults
- Ability to think creatively
- Experience in managing staff and/or volunteers beneficial
- Ability to excel in a dynamic environment, balance multiple priorities, and meet deadlines
- Proven ability to build and nurture effective working relationships with diverse groups
- Enthusiastic, flexible, and resourceful
- Knowledge of contemporary art and emerging culture trends
- Experience with various artmaking processes and materials, including mixed media, and be informed of early childhood development and developmentally appropriate materials and activities
- Excellent organizational skills

- Outstanding written and verbal communication
- Exceptional cultural competency skills demonstrated through the ability to understand, communicate, and effectively engage with people across cultures
- Knowledge of Spanish language beneficial, but not required
- Excellent computer skills including strong proficiency in Microsoft Office
- Basic budget development and maintenance skills
- Flexible hours required to accommodate evening and weekend events
- Ability to operate computers, printers/copiers, and telephones
- Reliable transportation for travel to pick up supplies, attend museum offsite programming, etc.
- Ability to lead museum tours as requested

Physical Demands

- Specific vision abilities required by this job include close vision, distance vision, and peripheral vision
- General mobility throughout museum and at offsite locations
- Must be able to stand, walk, climb, bend, kneel, for long periods of time, and frequently go up and down stairs
- Reach with hands and use of hands to handle and feel objects
- Ability to move equipment, lift up to 25 pounds, and to crouch on ground

Apply

Please submit:

- Cover Letter
- Artist Statement
- Portfolio
- Resume
- Images of past artmaking activities or lesson plans that demonstrate a range of experience and participant ages

To Vickie Byrd, Chief Human Resources Officer, vbyrd@ocma.art.

Disclaimer

This job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described above, and may be amended at any time at the sole discretion of the employer.