

IMLS MUSEUM LECTURE SERIES PART-TIME PROJECT MANAGER JOB DESCRIPTION

Cool Culture was founded in 1999 to address the absence of low-income families in the audiences of New York's arts, cultural and scientific institutions. By providing access to New York City's cultural life for preschool children and families, Cool Culture seeks to close the achievement gap and strengthen parents' capacity to serve as their child's first teacher, creating a path for them to become future audiences and supporters of culture and the arts.

Cool Culture partners with over 400 of the City's Child Care, Head Start, Pre-Kindergarten and Title I Schools to provide 50,000 low-income families access to 90 museums, zoos, botanical gardens, historical societies and other cultural institutions.

Cool Culture is seeking an individual with expertise in designing professional development and knowledge of museum education, and experience with early childhood and/or family learning in museums to coordinate its *Laboratory for New Audiences* project. The project will consist of a series of peer-to-peer discussions and seminars featuring local and national speakers that encourages a cohort of 40 local museum professionals to reflect on their own practice and exchange ideas on how to align their museum's resources with community needs through partnerships with New York City's subsidized preschool programs and their families, and other community based organizations that provide services to disadvantaged children and families.

ABOUT THE LABORATORY FOR NEW AUDIENCES

The *Laboratory for New Audiences* is a three-year initiative funded in part by a Institute for Museum and Library Services' 21st Century Museum Professionals grant. The Laboratory is designed to provide museum professionals with a deeper understanding of the needs of new, diverse family audiences, and strategies for partnering with preschools and social service agencies to develop educational programs that are responsive to this audience of novice museum-going parents.

In the fall of 2012 we will launch a series of eight seminars (over two years, to conclude in the fall of 2014), each to include a lecture or panel presentation, as well as peer-to-peer groups that create cooperative learning opportunities for museum professionals to discuss ideas provoked by the speaker, formulate their own questions, discuss issues and share perspectives, best practice and current projects.

The seminars will feature local and national speakers with expertise in the following topics: demographic trends that will transform American society in the next two decades, and the challenges and opportunities this presents to museums; research on the cultural participation of nontraditional, diverse audiences; foundational knowledge about NYC's publicly subsidized early education and social service system; and strategies for enhancing early childhood and family learning in cultural settings. In addition, they will address instructional design (as it relates to resources such as museum family guides) and evaluation. They will address challenges and benefits unique to the New York City context.

Goals of the **LABORATORY FOR NEW AUDIENCES** include:

- o Increasing museums' capacity to program for audiences of color and low-income family audiences, particularly those enrolled in the early childhood community.

- Increasing museum professionals' capacity to conduct community outreach to this audience by working in partnership with community-based early childhood centers.
- Strengthening the supportive and collaborative relationships among museum partners participating in the *Laboratory for New Audiences*.

KEY RESPONSIBILITIES

- Project manage the IMLS grant in its entirety, which includes the Laboratory for New Audiences seminars, and management of the IMLS grant which includes other Cool Culture programming components.
- Conduct a needs assessment of museum partners about their current skill sets and desired areas of growth and learning, to help shape program design and content.
- Conduct review of related literature and work collaboratively with Cool Culture staff and Bank Street College consultants to identify themes and content for the professional development series, and to plan and finalize structure of the seminars and discussion groups.
- Research local and national speakers with expertise in key content areas, work with Cool Culture staff and consultants to select speakers and take the lead in securing and coordinating their participation.
- Develop and implement a marketing and recruitment plan to secure the ongoing participation of 35 - 40 NYC museum professionals, both in the seminars and in the resulting professional learning community.
- Facilitate and/or co-facilitate seminars, helping to prepare accompanying materials as necessary, and coordinating logistics of each event.
- Develop and execute an evaluation plan for the program, to include formative and summative assessment of museum educators' professional development. Contribute to grant reports.
- Share key takeaways, "lessons learned" and resources on Cool Culture's website and in other venues.

QUALIFICATIONS

- MA in Arts Education, Museum Education or Education or related field required - with a focus on early childhood education or community outreach.
- Minimum of five years experience in arts education or museum education
- Demonstrated experience facilitating group learning and dialogue among professionals with a range of skill sets, and at different stages in their careers.
- Demonstrated project management experience and handling multiple assignments and deadlines simultaneously and working in fast-paced environments on tight deadlines.
- Exceptional oral and written communication skills.
- Ability to work with diverse constituencies.

- o Excellent organizational ability, attention to detail and accuracy a *must*.

The position will start in January and we anticipate that it will require the equivalent of 2 days a week (40 hours per month), and estimate that increased hours will be required at the time of project start up.

Cool Culture is an Equal Opportunity Employer. Women and people of color are strongly encouraged to apply.

Absolutely *NO* phone calls, but please feel free to visit us on the web at www.coolculture.org. To apply, please submit a cover letter, resume and writing sample to: hr@coolculture.org.