

Briscoe Western Art Museum—San Antonio, Texas

Position Description

Adult Programs, Volunteer and Docent Coordinator

Reports To: Head of Learning and Engagement
Fair Labor Standard Act Status: Full-time; non-exempt position
Department: Education and Programs

POSITION SUMMARY

The Briscoe Western Art Museum encompasses an approximately one and one-quarter acre campus with nearly 60,000 square-feet of building space, including the renovated historic 1930 library building and the newly constructed Jack Guenther Pavilion, along with the McNutt Sculpture Garden and premiere San Antonio River Walk frontage.

Adult Programming

This position serves a critical role in the coordination, scheduling, and administration of all adult programming. General adult programming includes opening and closing weekend programming for the travelling exhibits and themed programs throughout the year, i.e., book club, summer film series, gallery talks, and distinguished lecture series. Programming tasks includes submitting forms, communicating with museum staff, coordinating with outside presenters/performers, and handling vendor or hospitality orders for events and programs. S/he will also create virtual adult programming content.

Docent and Volunteer Coordinator

Another major role will be managing the docent and volunteer program. S/he will be the main contact with the docents. Management includes scheduling, communicating about tours, trainings, meeting, docent appreciation, and managing the Volgistics database. S/he will develop and lead a recruitment plan to attract a diverse group of docents and event volunteers. Event volunteers are mainly used during community days and *Night of Artists*.

ESSENTIAL FUNCTIONS

Adult Programming:

- Plan, schedule, coordinate, and staff adult programs in conjunction with the museum's mission specifically related to permanent and changing galleries, including exhibit programming. Includes working with local artists to lead hands-on art-making classes and workshops.
- Curate, plan, and coordinate the film series, book club, and other adult programming offerings for audiences from college-aged visitors through senior citizens.
- Create and manage adult virtual programming.
- Identify and cultivate strategic community partnerships to increase public awareness and engagement through programming.
- Serve as a collaborative member of a larger institutional team that maps out yearly programmatic offerings.
- Participate in social media initiatives and messaging for the Education and Programs Department in collaboration with the Marketing Coordinator.
- Participate in departmental strategic planning.
- Assist in generating reports and tracking program attendance statistics.
- Respond to all public program inquiries in a timely manner.
- Manage event calendars and coordinate facility worksheets.
- Represent the Education and Programs Department at meetings to ensure that all programmatic needs are planned for and effectively communicated.

Volunteer and Docent:

- Oversee scheduling and communication with all docents and volunteers, including trainings, tours, and meetings.
- Strengthen internal and external support and communication with volunteers through the website, volunteer newsletters, in-person meetings and the Volgistics database.
- Maintain database records of all volunteers and docents in Volgistics.
- Manage docent appreciation and recognition.
- In collaboration with the Education Department, develop and manage a new docent and training curriculum.
- Propose and manage a docent recruitment plan.
- In collaboration with the Education Department, propose and manage a schedule of ongoing training for current docents.
- Recruit and manage volunteers for large events such as *Community Days* and *Night of Artists*.
- Other duties as assigned; some evening work required.

QUALIFICATIONS

- Bachelor's degree required, preferred bachelor's degree in museum education, volunteer management, or related field.
- Two to four years of experience developing, managing, and implementing educational programming in libraries, museums, or other informal community-based learning environments.
- Work experience with docents, volunteers, and community partners with demonstrated ability to lead and coach docents and volunteers.

SKILLS AND ABILITIES

- Excellent organizational and time management skills.
- Ability to communicate clearly in written and verbal forms.
- Ability to manage projects from start to finish, delegate tasks, and meet deadlines.
- Ability to work independently and as part of a team.
- Excellent oral and written communication skills.
- Ability to work well with others and maintain professional manner with tact, initiative, good judgment, and confidentiality.
- Ability to organize multiple tasks and responsibilities efficiently.
- Proficient PC computer knowledge: MS Office, Excel, etc. Experience with new media and technological innovations strongly desired.
- Proficiency with virtual program delivery platforms.
- Proficient knowledge in web/HTML/electronic communication.
- Interest in art, history of the American West, and museums.
- Schedule is Tuesday-Saturday.

WORKING CONDITIONS

We provide paid training. Position requires periods of standing, walking, and/or sitting. May occasionally need to lift and carry up to 20 pounds and push and pull up to 40 pounds with the assistance of a cart. Evening, weekend, and holiday work may be required.

Interested parties can send a cover letter and resume via email to:

Subject: Adult Programs, Volunteer and Docent Coordinator

info@briscoemuseum.org