

# Briscoe Western Art Museum—San Antonio, Texas

## Position Description

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### Community and Family Programs Coordinator

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<b>Reports To:</b>	Head of Learning and Engagement
<b>Fair Labor Standard Act Status:</b>	Full-time; non-exempt position
<b>Department:</b>	Education and Programs
<b>Schedule:</b>	Tuesday–Saturday

#### **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.

This position will be responsible for managing, scheduling, logistics, and communication with youth groups and family audiences, schools and facilitated tours and self-directed visits for community groups, and working with museum departments as needed. S/he will also create tour outlines for docents and work on connecting tours with TEKS and the latest curriculum development. S/he will oversee and manage the Briscoe Outreach program, including outreach to schools and community organizations. S/he will schedule, develop, and lead family programming that will happen on a monthly basis. Family programming also encompasses redeveloping gallery interactives that families can use while touring the museum.

#### **ESSENTIAL FUNCTIONS**

- Oversees learning initiatives for youth, teen, and family audiences related to the museum's permanent collection and special exhibitions.
- Manages the museum's in-person and virtual established school tours, Briscoe Buddies, Lil' Partners, Buckaroo Bags, Spring Break, and Teaching Carts/Trunks programs and develops new offerings that align with the departmental philosophy and contributes to the advancement of institutional strategic priorities.
- Establishes and maintains strong cooperative relationships with cultural organizations and community groups.
- Presents age- and audience-appropriate in-person and virtual tours, classes, performances, and other activities for youth and family audiences.
- Conceives and implements promotional materials for programs.
- Develops and maintains interpretive materials and resources for youth and family audiences.
- Regularly evaluates youth and family Learning initiatives and prepares monthly reports.
- Coordinates docents for school tours and gallery guide shifts, presents occasional programs, leads tours and gallery talks, and assists with delivery of other learning and engagement programs as needed.
- Collaborates with colleagues in Digital Experience and Media, Development, Marketing, Diversity, Equity, Access, and Inclusion, and Visitor and Member Services Departments in the implementation, promotion, and communication of youth and family learning offerings for current and potential audiences, donors, sponsors, and others.
- Participates in cross-functional teams, projects, and initiatives and contributes to museum-wide projects.
- Develops, schedules, and leads the Briscoe outreach program with schools and community organizations.
- Other duties as assigned.

### **QUALIFICATIONS**

- Bachelor's degree in art history, museum studies, art education, studio art, or a related discipline.
- Two to four years of professional museum education and/or teaching experience with youth, teen, and/or family audiences.

### **SKILLS AND ABILITIES**

- Demonstrated ability in object-based teaching and knowledge of diverse learning and teaching styles.
- Proven ability to successfully handle several projects simultaneously and meet multiple deadlines.
- Capable of balancing strategic thinking and planning with ongoing program implementation and day-to-day administrative duties.
- Must be able to work collaboratively and proactively with colleagues and collaborators and have a strong rapport with youth, teen, and family audiences.
- Proficiency with virtual program delivery platforms.
- Demonstrated experience in developing, monitoring, and reporting project/program evaluations.
- 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 organize multiple tasks and responsibilities efficiently.
- Proficient PC computer knowledge: MS Office, Excel, etc. Experience with new media and technological innovations strongly desired.
- 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: Community and Family Programs Coordinator

[info@briscoemuseum.org](mailto:info@briscoemuseum.org)