

Arnot Art Museum  
235 Lake Street  
Elmira, New York USA 14901-3191  
p: 607.734.3697  
w: arnotartmuseum.org

## ARNOT ART MUSEUM

### POSITION AVAILABLE

#### **Education Specialist** Part-time flexible schedule

**The Arnot Art Museum seeks a part-time Education Specialist to develop, manage and present programs in an award-winning fine arts education environment.**

The Education Specialist position includes developing, scheduling and management of a variety of Museum programs. Programs include grade-level-specific classroom presentations correlated to New York State and Common Core standards, presented in the galleries as part of exhibition tours as well as hands-on creative projects. This position also schedules, plans and leads tours for other audiences, including adult and special needs groups. The Education Specialist, along with volunteer docents and other Museum staff members, administers these programs year-round.

Additional duties include Front Desk administration and performance of Guest Relations responsibilities, actively assisting visitors. Collections care and maintenance duties are shared by the Museum staff as appropriate.

The work schedule for the Education Specialist is flexible and will be determined in collaboration with staff based on program calendars. The Museum's galleries are open Tuesday through Saturday, from 9am - 5pm; occasional evening special events and programs may be scheduled. This position reports directly to the Executive Director.

**The Arnot Art Museum is** a world-class institution of fine art located at 235 Lake Street in Elmira, New York. Housed in its original 1833 showcase with a grand late-twentieth century gallery addition, the Museum displays its permanent collection of seventeenth to nineteenth century European paintings and nineteenth to twenty first century American art. Temporary exhibitions highlight various aspects of the collections and include works from around the world. The Museum has a primary focus on Contemporary Realist art in its collecting and exhibitions.

#### **Qualifications**

- B.A. in art or education preferred; other educational backgrounds considered.
- Experience working with the public, especially students ages 6–18 years.
- Strong organizational and time management skills.
- Superior written and verbal communication and group presentation skills.
- Exceptional communication skills, with an ability to translate technical concepts for a general audience.
- Self-starter with some project management skills, including schedules, tracking, and task prioritization.
- Knowledge and understanding of current social media landscape, trends, and tools.
- Proficiency in Microsoft Office (Word, Excel, Outlook, Powerpoint).
- Experience in curriculum planning and implementation a plus.
- Certified teacher or graduate degree in education a plus.

**Timeline** Applications will be accepted until the position is filled.

**Compensation** commensurate with experience.

#### **Contact**

No telephone inquiries, please. Email a resume and letter of interest to: [director@arnotartmuseum.org](mailto:director@arnotartmuseum.org)

Alternately, you may mail to the Executive Director's attention at:

Arnot Art Museum  
235 Lake Street  
Elmira, New York USA 14901