

ARNOT ART MUSEUM

COMMUNITY ENGAGEMENT SPECIALIST POSITION AVAILABLE

Full-time | Full Benefits Education, Social Media & Events Responsibilities

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

This position includes planning, scheduling and management of a variety of Museum programs. The Engagement Specialist, along with volunteer docents and other Museum staff members, administers these programs year-round. 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 Community Engagement Specialist is responsible for enhancing the Museum's brand and growing awareness of the Museum's programming areas; developing a cohesive and comprehensive social media program that is focused on digital content, usability and architecture; updating and managing all social media outlets, including regular postings on Facebook, Twitter, and Instagram; maintaining the Museum's website, including new and updated content; and collaborating with colleagues to promote public program offerings and membership opportunities. The Community Engagement Specialist is also a member of the curatorial team, assisting in the planning and installation of exhibitions, as well as research and writing for interpretive presentations. 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 Community Engagement Specialist is Tuesday through Saturday, from 9am - 5pm, with occasional evening responsibilities for special events and programs. 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. Full benefits package.

Contact

No telephone inquiries, please. Email a resume and letter of interest to: 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