

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

ARNOT ART MUSEUM

POSITION AVAILABLE

Programs Associate Full-time

The Arnot Art Museum seeks a Programs Associate to join its team in an award-winning creative environment. The position presents a regular Tuesday-Saturday weekly schedule with some scheduled evening programs. Compensation is commensurate with experience; there is a full benefits package.

Position Description and Responsibilities

The holder of this position works closely with the Director to develop plans for programming relating to Museum exhibitions, contributing to a comprehensive annual program calendar. Staff members occasionally host and provide remarks at special events.

This position includes scheduling and planning of a variety of classroom programs as well as hands-on creative projects. Programs may include grade-level-specific classroom presentations correlated to New York State standards, presented in the galleries as part of exhibition tours and including hands-on creative projects. The Programs Associate also schedules, plans and leads tours for other audiences, including adult and special needs groups.

The Programs Associate also has responsibilities in the Guest Services Department to greet guests, answer questions, provide information, and promote Museum membership. The successful candidate will be warm and welcoming, dependable, efficient, articulate and organized, and able to provide exceptional customer service.

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 Fine Art, Art History or Education preferred; other educational backgrounds considered.
- Museum experience, certified teacher or degree in Museum Studies or Museum Education a plus.
- 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.
- Self-starter with some project management skills, including schedules, tracking, and task prioritization.
- Proficiency in Microsoft Office (Word, Excel, Outlook, Powerpoint).
- Experience in curriculum planning and implementation a plus.

Timeline

Applications will be accepted until the position is filled.

Contact

No telephone inquiries, please. Email a resume and letter of interest to: director@arnotartmuseum.org
Alternately, materials may be mailed to the Executive Director's attention at:

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