



Office: 80 Clairmount Ave., Detroit, MI 48202

www.livecoal.org | admin@livecoal.org

Museum & Art Education Coordinator

Deadline for Application: June 20, 2024 | Position may start as early as June 24, 2024

Live Coal is a 501(c)(3) non-profit organization based in Detroit, Michigan whose mission is to transform lives and neighborhoods through art, community development, and education. Our two main programs are Detroit rePatched – an arts-infused green space and art hub in Detroit’s Brightmoor neighborhood; and, The RED - an interactive children’s art museum in Detroit’s Piety Hill neighborhood. We also provide educational and artistic services on and off-site to select local groups, organizations, and schools.

JOB DESCRIPTION AND SUMMARY

We seek a dedicated, motivated, and detail-oriented individual as our Museum and Art Education Coordinator. The Coordinator would oversee our museum and educational programming at our various sites. The Coordinator facilitates our museum-based and green-space programs including guided visits for school groups and workshops for families with young children in visual arts (in some instances, the position may require interdisciplinary programming). Coordinator leads inquiry-based workshops, facilitates experiences in diverse exhibits and projects, develops lesson plans, engages in customer relations, acts as mentor to less experienced teaching artists, coordinates our in-school programming, assists in the supervision and maintenance of exhibition spaces, and assists with supervising youth staff. Coordinator reports directly to the Executive Director and attends mandatory professional development sessions as scheduled.

QUALIFICATIONS

- Associate or undergraduate degree in arts education, fine arts, early childhood, arts administration, or museum education preferred.
- Ability to engage with children and adults in a welcoming energetic, friendly, outgoing, and professional manner.
- Experience facilitating dynamic experiences with children of all ages.
- Ability to work with colleagues, individuals, and families from diverse backgrounds.
- Strong background in visual arts preferred.
- Comfortable making and facilitating visual art workshops using a variety of materials.
- Understand how to teach with museum objects, artifacts, and primary sources.
- Experience developing and implementing lesson plans.
- Excellent interpersonal and communication skills.
- Proven ability to work independently and prioritize responsibilities.
- Flexibility and ability to adapt quickly in a fast-paced environment.
- Experience working in museums preferred.

REQUIREMENTS

- Attend professional development as scheduled.
- Background checks will be completed on all employees.
- Able to travel and navigate within the City of Detroit.
- Able to set up and take down events, including lifting some heavy equipment or items.
- Able to take stairs.
- Art portfolio (or website showing samples of work).
- Additional duties and responsibilities as written in legal employment agreement.
- Competency in using computer and computer software programs such as Microsoft Office, Google Forms/Sheets/Documents, etc./Adobe Creative Suite a plus but not required, handling and using



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- PDF documents, email correspondence.
- Phone and laptop/personal computer.

ADDITIONAL DUTIES AND EXPECTATIONS

In addition to Employee's primary responsibilities, the Coordinator shall also:

- Attend all meetings as requested by Organization.
- Ensure high-quality time management and organization in order to meet strict deadlines for Work.
- Complete all tasks and assignments as reasonably requested by Organization.
- Work closely with the Executive Director for Organization-wide engagements, including heavy calendar management with independent decision planning based on priorities, which require forward-thinking and strategizing.
- Manage calls, emails, and correspondence, responding or redirecting as appropriate.
- Assist in project management activities, including tracking deadlines, milestones, and deliverables.
- Provide strong communication and interpersonal skills, both verbal and written.
- Draft materials, including memos, presentations, and other written materials.
- Provide support and oversight for special projects and initiatives, including travel-based projects.
- Maintain exceptional organizational and time management skills, with the ability to multitask and prioritize effectively.
- Organize and coordinate meetings, workshops, and events, including logistics, agenda preparation, expense reports, and materials distribution.
- Receive, maintain, and handle confidential information, including personal, private, and sensitive information of Organization and its employees, partners, affiliates with strict confidence.

SCHEDULE AND WAGE

The Museum & Art Education Coordinator is guaranteed a minimum of 20-31 hours per week during regular business hours and operation. Coordinators may be asked to work some weekends and evenings. The RED children's art museum will be open Wednesdays, Thursdays, and Fridays from 10:00am-5:00pm starting July 11, 2024. Detroit rePatched program days will be Mondays from 10:00am-5:00pm starting July 1, 2024. These days and times are subject to change.

Hourly wage ranges from \$20-\$25 depending on experience. At this time, there are no benefits. This position transitions from Independent Contractor to Employee, pending approval after a 60-day trial period.

Please mail or email (no calls please) letter of interest and resume to: Yvette Rock, Executive Director. Include Museum and Art Educator Position in the subject line and letter of interest. Email admin@livecoal.org or mail/drop off: 80 Clairmount Street, Detroit, MI 48202.