Inspire and engage broad and diverse audiences through the development, implementation, and promotion of programming at all three museum sites: the Seattle Art Museum, the Olympic Sculpture Park & the Asian Art Museum. Serve as SAM’s representative in communities and advocate for SAM’s mission and vision, and interpretation of the museum’s collections and exhibitions. Be a thought leader and provide direction to all education programs including School and Teacher Programs; Public Programs; Teen, Family and Community Programs; Film Programs; Interpretative Technology; and site-specific programs at the Asian Art Museum and Olympic Sculpture Park.

FLSA STATUS: Exempt

REPORTS TO: Director and CEO

ESSENTIAL FUNCTIONS:
1. Lead, inspire and direct staff to ensure implementation of the SAM mission. Manage the Education Division and its staff of 18; directly supervise five employees.
2. Develop and ensure a creative and engaging educational program that meets the needs of adults, youth, families, teachers, and students. Provide ongoing assessment of programs and recommend, amend, and establish new procedures as necessary.
3. Partner with Deputy Director of Art, curators, Communications, Visitor Services and IT Departments to ensure interpretation of collections and special exhibitions enhances the museum experience of all visitors.
4. Increase public access to collections, special exhibitions, and other museum resources. With appropriate parties, evaluate exhibitions and programs, undertake audience research, implement changes, and communicate findings to museum staff, volunteers, board, and visitors.
5. Be a visible leader in the community to increase and deepen participation of diverse audiences in museum activities. Increase the level of community relevance, awareness, interest, and appreciation for art. Ensure community access to SAM through collaborative programs and outreach programs, including the museum’s Community Partner Programs. Establish and maintain relationships with individuals, groups, and institutions in an effort to extend museum services to a wider community.
6. In collaboration with the Director and senior management, develop the strategic direction of the Education & Public Programs Division. Set annual goals and objectives with division department heads and in accordance with the museum’s new strategic plan. Participate in long-range planning meetings with staff and senior managers.
7. Collaborate with appropriate departments to create materials for museum website and newsletter. Review & assess the effectiveness of website and newsletter on a regular basis to ensure community awareness of museum’s programs. Work with communications department to ensure adequate promotion of museum’s programs.
8. Identify and pursue opportunities for increased revenue through programs and resources. Work with Development to draft proposals to government agencies, foundations, corporations, and individuals and work with senior managers and the Director to increase revenue and manage expenses.
9. In collaboration with other relevant museum departments, plan for and implement the use of new technology for interpretation of collections and special exhibitions.

10. Plan and maintain services, resources, and programs for visitors with special needs.

11. Ensure strong liaison between museum administration, volunteer groups including the museum’s docent corps and the Board of Trustees to support museum goals. Staff the Education and Community Engagement Committee of the Board.

12. Establish and maintain regular flow of information within the division and with other divisions through regular meetings. Attend Director Advisory meetings. Meet with the Director on a weekly basis.

13. Perform other duties as assigned.

QUALIFICATIONS, KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

1. Master’s degree in Art History, Education, or the equivalent combination of education/experience.

2. At least five years relevant experience in arts education and management with responsibilities in planning, development, and implementation of educational programs.

3. Passion for the dual mission of achieving artistic and educational excellence and broad audience participation.

4. Organizational ability with strong management and supervisory skills; ability to work with close attention to detail and to maintain confidentiality.

5. Demonstrated ability in the successful development and maintenance of a wide variety of community partnerships.

6. Commitment to diversity in programs and to developing and nurturing diverse audiences.

7. Demonstrated understanding and experience in the application and use of technology to engage, communicate, educate, and attract visitors.

8. Demonstrated expertise and knowledge of learning theories and audience research methods desirable.

9. Ability to assess and manage multiple competing priorities and work well under pressure; excellent time management, problem solving, and analytical skills. Ability to complete multiple projects successfully.

10. Excellent oral and written communication skills; ability to communicate effectively and to project a professional image.

11. Demonstrated proficiency and accuracy using MS Office products, including Word, Excel, Access, Outlook, and other software programs.

12. Demonstrated ability to work professionally and tactfully and to represent the museum with a high level of integrity and professionalism. Strong track record in exercising sound, timely judgment.

13. Ability to adhere to museum policies and to support management decisions in a positive, professional manner.

The Seattle Art Museum will consider reasonable accommodations for those applicants with disabilities who may need a reasonable accommodation to perform the essential functions/duties. Please contact the Human Resources Department for additional information.
Seattle Art Museum is committed to diversity and inclusion. Qualified individuals who bring diverse perspectives to the workplace are especially encouraged to apply.

TO APPLY: Please visit [http://visitsam.org/careers](http://visitsam.org/careers) for specific instructions on how to submit SAM employment application, cover letter and resume.

**Deadline:** Open Until Filled