Position Title: Education Coordinator, Access & Community
Department: Education
Reports to: Director of Education
Position Classification: Regular, Part-time, Non-Exempt

About the Queens Museum:

The Queens Museum is dedicated to presenting the highest quality visual arts and educational programming for people in the New York metropolitan area, and particularly for the residents of Queens, a uniquely diverse, ethnic, cultural, and international community.

The Museum fulfills its mission by designing and providing art exhibitions, public programs and educational experiences that promote the appreciation and enjoyment of art, support the creative efforts of artists, and enhance the quality of life through interpreting, collecting, and exhibiting art, architecture, and design.

Position Overview:

The Education Coordinator, Access & Community works collaboratively with our Education team to organize and deliver innovative welcoming experiences for our family, community, and school audiences. Through a focus on improving access and engagement for all visitors, the Education Coordinator, Access & Community aligns the Museum’s resources and programs to people with disabilities, as well as persons with special circumstances.

- In collaboration with the Education Assistant, coordinate all access-related group tours at the Queens Museum; track attendance
- With the Education Coordinator for Youth Programs, coordinate the delivery of programs to adults with disabilities and special circumstances (older adults, caregivers, dementia, recent incarceration etc)
- Works with colleagues across the Education Department to produce collaborative projects and programs for interactive learning spaces
- Oversee, plan and facilitate Sunday Family workshops
- Oversee, plan and facilitate Open Studios for Young Adults on the Autism Spectrum and Open Studios for Adults with Disabilities
- With the Coordinator, Youth Programs, train Queens Teens to facilitate family workshops
- Works directly with educators and art therapists to deliver programs aimed at removing barriers to Queens Museum programs for all people
- Disseminate learning and best practices developed throughout our various Art Access and community initiatives at conferences, seminars and other appropriate forums
• Gathers, maintains, reports, and reflects on quantitative and qualitative data that documents the impact access, family and community program
• Works with colleagues from Exhibitions, and Graphic Design to ensure the accessibility of exhibitions and all digital and printed materials.
• Advises colleagues designing programs for interactive learning spaces, digital and printed materials to ensure their offerings are accessible to all visitors.
• Helps to develop and deliver disability equality training workshops for staff from across the Museum
• Delivers presentations and professional development workshops (in person and on-line) on museum accessibility and inclusive teaching practices for local, national, and international audiences.
• Assists the Development department with tracking, writing, and budgeting for fundraising purposes and reporting.

While this list may represent the initial or primary responsibilities of the role, this list may not constitute an exhaustive list of job functions

Requirements:

• Minimum of 1 year experience proactively working to remove barriers to art/programs/experiences etc for all people in a museum, clinical or cultural setting
• Availability to work Sunday to Wednesday, and occasional other weekend hours and/or evenings.

Qualifications:

• Demonstrated experience developing programs for children, family, and adult audiences, working with diverse communities, and developing community-based initiatives. Facilitation experience a plus
• Education: Bachelor’s Degree in Museum Studies, Disability Studies, Arts Therapy or related field OR equivalent
• Demonstrated experience working with diverse communities
• Excellent verbal, written, and interpersonal skills,
• Strong computer skills, proficient in Microsoft Office and Google Suite applications