SIGLER
WESTERN MUSEUM

Formerly Desert Caballeros Western Museum

Education Manager

Full Time (32 hours per week) Supervisor: Chief Curator

Exempt: Yes

Function of Position

The Education Manager is the Museum's educational programming coordinator. This person will develop and implement Museum education programs, both onsite and out in the community. Develops, executes, and evaluates training program for volunteers and docents.

Duties and Responsibilities

1. Develop a variety of educational programs for adults and grades K-12 relating to the Museum's mission to inspire audiences about the art, history, and culture of the American West. All youth programs need to be designed to full grade-specific Arizona State Learning Standards. All programs must be free of any religious or political content, in compliance with the Museum's 501(c)(3) designation.
2. Lead existing Museum educational programs including but not limited to the Cowboy Poetry, Family Fridays, youth exhibitions, Camp Imagination, Dia de los Muertos Ofrenda, and *Fiesta de Septiembre*.
3. Create educational materials and training for volunteers and staff.
4. Work with Chief Curator on Master Docent Program.
5. Create and monitor the budget for education and public programs
6. Develop new educational programming for school groups and adult audiences
7. Working with Museum's exhibition team, develop interpretive themes for exhibitions and tours also produce relevant labeling.
8. Conduct research regarding the permanent collection, changing exhibitions, and educational theory as they relate to the visitor experience for museum patrons.
9. Identify and utilize arts and humanities professionals locally and nationally for education programming
10. Develop innovative art history education programs that function as industry models
11. Maintain meaningful relationships with area schools, teachers, and home school groups. Assessing their needs, developing programs and presenting workshops

for teachers and administrators, introducing them to ways they can integrate the arts into school curriculum.

12. Create programming schedule one year in advance with museum staff.
13. Develop partnerships that foster arts education with local youth organizations such as after school programs
14. Partner with Phoenix area university art history departments to develop collaborative project
15. In coordination with the Chief Curator, identify annual and long-range goals for the Museum's education programs based on the Museum's mission, directing effort towards the realization of these goals and monitoring progress on a periodic basis
16. Coordinate with the Director or Marketing to design and implement a plan to market educational programs and events of the Museum to schools and the public
17. Create printed and online educational materials including family guides and gallery activities, student visitor handouts, and pre and post visit materials for teachers
18. Assist Development Manager with grant writing and final reports for educational programs
19. Oversee grant funded education positions and internships
20. Direct the scheduling of public programs at the museum
21. Maintain education and curator calendar
22. Coordinate with Chief Curator to create audio and digital tours for Museum
23. Assist Chief Curator with administrative tasks, including but not limited to communication with *Cowgirl Up!* artist
24. Responsible for ensuring high standards of professionalism in all areas of responsibility
25. Responsible for keeping privileged information confidential and representing the Museum in professional circles and in front of the public in a manner that enhances the prestige and credibility of the Museum
26. Remain current on Museum profession policies, laws, and accepted practices through involvement in professional groups and continuing education
27. Understand and support the mission and goals of the Museum

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Requirements

Education

- Bachelor's degree in education or related degree or experience

Experience

- Two years previous experience working with public educational programming, in person and virtual
- Two years curriculum and program development experience
- Classroom teaching preferred
- Online teaching a plus

Knowledge, skills and abilities

- Good interpersonal and communication, both verbal and written.
- Self-directed and motivated
- Ability to create age-appropriate learning experiences in the visual arts and history
- Knowledge of educational theory, curriculum development, and educational evaluation
- Experience with Microsoft Office and virtual platforms
- Excellent public speaking skills required
- Experience is recordings, front of camera for teachings, and photography
- Experience with social media as an educational tool
- Professional appearance

Certificates, Licenses, Registrations

- Valid driver's license
- Pass a criminal background check
- State fingerprint clearance
- Bachelor's degree or certification in education

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About the Sigler Western Museum:

Located in historic Wickenburg, Arizona, the Sigler Western Museum is home to a renowned collection of Western art and history. With exhibitions that honor both the heritage and evolving culture of the American West, the Museum is a vibrant destination for discovery and inspiration. Every year the Museum draws nearly 40,000 visitors from the U.S. and abroad. The Museum is accredited through the American Alliance of Museums and is an affiliate of the Smithsonian Institution. With a generous donation from Wickenburg residents Carey and Jack Sigler, the museum's name changed to Sigler Western Museum from Desert Caballeros Western Museum.

At the heart of the Museum's acclaimed art collection are masterpieces by George Catlin, Albert Bierstadt, Frederic Remington, Charles Russell, and the Cowboy Artists of America, along with celebrated Western women artists including Georgia O'Keeffe. Step downstairs for a journey through 1912 Wickenburg, where life-size dioramas recreate scenes from the town's early days on the desert frontier. Looking ahead, the Museum's signature annual exhibition, *Cowgirl Up! Art from the Other Half of the West,* opens each spring and showcases more than 50 of the West's finest women artists.

Currently the Museum has started construction on a new facility across the street from the existing campus.