

**Job Description:** The Nast Family Fellowship in Education

**Job Type:** Exempt

**Job Status:** Full-time (a temporary program)

**Reports to:** Curator of Youth Education

**Updated:** May 2022

## **ABOUT THE FELLOWSHIP**

The Museum of Wisconsin Art is proud to offer the Nast Family Fellowship in Education dedicated to increasing diversity among young professionals in the museum field. The ten-month paid fellowship is designed to encourage early career museum professionals from historically underrepresented backgrounds (particularly BIPOC candidates) who are seeking a career in an art museum or related fields of art education and community engagement. The recipient will work with MOWA's staff to champion a culture of inclusiveness by building on the ways in which MOWA engages all of its communities.

The Nast Family Fellow will receive practical work experience in the museum's department of youth education. The fellow will assist with MOWA's Teen Council program as well as a broad range of youth and family programs offered by the museum. Specific assignments will be tailored to the fellow's skills and interests as well as the needs of the museum. Involvement in all areas of youth, teen, and family programming will be encouraged to provide the broadest possible experience with the museum's offerings. The fellowship is a temporary program of MOWA and is generously supported by the Nast Family Foundation.

The Nast Family Fellow will receive \$32,000 over a ten-month period starting in early September 2022 as well as a full-time benefits package.

## **EDUCATION AND EXPERIENCE**

- Bachelor's degree or commensurate experience in art education, art therapy, arts administration, art history, studio/design, cultural studies, or other fields of humanities, though candidates from other academic backgrounds are welcome to apply
- Experience teaching or facilitating in a classroom setting, preferably in an art museum, non-profit organization, or similar institution
- Applicant must have an interest in pursuing a professional career in an art museum or art-related fields
- Applicants from historically underrepresented backgrounds (particularly BIPOC candidates) are highly encouraged to apply

## **ESSENTIAL JOB FUNCTIONS**

- Collaborate with the curator of youth education on the development and implementation of MOWA's teen council, including the facilitation of meetings, evaluation and documentation, and the preparation and maintenance of supplies

- Provide logistical support for teen council classes and programs, such as contracting artists and speakers, ordering supplies, and marketing efforts
- Mentor and create a positive and engaging environment for teen council participants
- Work with teens and regional high school educators to plan and organize an annual spring exhibition featuring teen artists
- Assist the curator of youth education with the implementation of other educational programs (Second Saturdays, classes for toddlers, camps, and family workshops), which may include developing and teaching lessons, collaborating with part-time instructors and volunteers, and conducting program evaluations and documentation
- Help design and lead gallery tours for K-12 school groups, honing a personal pedagogical approach while maintaining school program standards of excellence
- Help identify schools and youth communities that are new to MOWA and strategies to foster active and ongoing engagement
- Cultivate relationships and develop written materials that will lay the foundation for program initiatives to continue beyond the fellow's ten-month tenure
- Participate in museum-wide events (such as exhibition openings and fundraising events) to gain experience in all areas of operations

#### **SKILLS AND ABILITIES**

- Experience and a passion for working with youth of all abilities and interests
- Strong service driven problem-solving skills with ability to respond quickly with good judgment, mature reasoning and decision-making
- Resourceful, flexible, and a demonstrated ability to work both independently and in a highly collaborative environment
- Strong written and verbal communication skills
- Ability to manage time effectively, including prioritizing multiple projects, maintaining calendars, and balancing academic and logistical responsibilities
- Enthusiasm and desire to make an impact
- Excellent interpersonal skills and a positive attitude that supports department and museum goals
- Ability to work occasional evenings and weekends as required
- Applicants from historically underrepresented backgrounds (particularly BIPOC candidates) are highly encouraged to apply

#### **PHYSICAL REQUIREMENTS**

- Maintain a stationary standing or sitting position for extended periods of time
- Be able to lift up to 30 pounds

## **SCHEDULE/HOURS**

This position is full-time, 40 hours weekly during normal business hours, some evenings and weekends required. The Nast Family Fellow will receive \$32,000 over a ten-month period as well as a full-time benefits package.

*Disclaimer: The preceding job description has been designed to describe a general summary along with essential responsibilities, duties, and skills or qualifications required of an employee to do this job. This job description does not establish an agreement or contract for employment and position functions are subject to change at the discretion of the employer.*

*The Museum of Wisconsin Art is an Equal Employment Opportunity Employer.*