Studio Experience Manager

Job Status: Full Time

Work Schedule: Monday – Friday; some nights and weekends

Travel: intermittent travel for outreach visits

March 1, 2022

The Grand Rapids Art Museum has an exciting opportunity available for a full-time Studio Experience Manager. This position is responsible for leading and managing all aspects of GRAM’s Art Studio programs and includes planning and implementing multigenerational learning initiatives, including youth, adult, and family studio-based education programs.

Essential Job Functions:

1. Oversee GRAM Art Studio public and private programs such as Adult Workshops, Parent & Child Workshops, Summer Art Camps, Corporate workshops, birthday parties, Drop-In Studio, GRAM Early Learners, and others.
2. Research upcoming exhibitions, permanent collection, artists, and techniques.
3. Develop lesson plans, workshops, interpretive elements, and experiences that support hands-on learning in the museum.
4. Instruct and facilitate workshops and classes for a range of age groups and skill sets. Experiences may range from on-site, virtual, in-gallery, and outreach.
5. Market studio programs in collaboration with the Communications team by writing descriptive copy, creating project examples, Updating the website via CMS platforms, printed brochures, designing program collateral, and occasionally interfacing with the media.
6. Assist in the hiring and onboarding process for Studio Associates and Summer Art Camp instructors.
7. Train, evaluate, and manage studio staff, and contract personnel as needed. Work closely with contracted teachers, and volunteers.
8. Produce comprehensive program reports annually and contribute to grant projections and reporting as needed.
9. Coordinate volunteer opportunities with the Visitor Services and Volunteer Manager.
10. Collaborate in the development and support of school and youth visits both on-site and outreach
11. Foster and maintain collaborative partnerships within the community.
12. Oversee the development and implementation of community focused programming as instructed.
13. Other duties as assigned.

Qualified candidates would have the following experience and/or education levels:

- Bachelor’s degree in Art History, Art Education, Fine/Studio Art or Museum Studies.
- 3 – 5 years of studio or related experience.
• Excellent leadership and communication skills along with strengths in writing and verbal communication for interacting with the public.
• Strong organizational and research skills, a knowledge of art history and current trends in studio teaching strategies preferred.
• Experience working with children of all ages.
• Bartending license ideal
• Proficient in Microsoft Office and Adobe Creative Suite

Interested candidates should submit a resume and cover letter to the following email: careers@artmuseumgr.org

Grand Rapids Art Museum provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.