



Senior Manager – Student & Community Engagement Job Description

Department: Education

Location: San Francisco

Reports to: Executive Director

Status: Full-time

Hours: Includes some evenings and weekends

FLSA Code: Exempt

POSITION PURPOSE:

WDFM is committed to providing high-quality programs and resources for schools, teachers, and families, and to working in partnership with other organizations to support visual arts education in the Bay Area and beyond. This position works as part of the education team to design and develop age-appropriate and grade-appropriate curriculum and related experiences that connect students to the power of imagination through animation arts, science, and technology. This role serves as the head of student and community engagement, including outreach programming, school visit experiences, and teacher and school group engagements.

CORE RESPONSIBILITIES:

- Oversee the School Experience Program and Partner School Outreach Program.
- Grow outreach programming, with an emphasis on underserved communities.
- Manage development of grade-appropriate and curriculum-related gallery and classroom experiences, including tour outlines and lesson plans with ties to exhibition content and themes.
- Develop and manage teacher programs.
- Develop digital and non-digital resources for educators and schools, including curriculum content.
- Oversee virtual school experience initiative.
- Oversee the museum's annual community outreach exhibition.
- Manage 6-10 employees.
- Continue to ensure that programs meet California Common Core State Standards.
- Continually evaluate efficacy of programs to improve delivery of top-quality experiences.

FURTHER RESPONSIBILITIES:

- Stay up-to-date on art education policies, standards, theories, and practices in public school and museum contexts.
- Maintain records of school and teacher programs.
- Respond to inquiries about educational partnerships at the museum.
- Assist with the activation of the Learning Center as a public/educational space.
- Perform other appropriate duties as required.

MINIMUM QUALIFICATIONS:

Education and Training:

- Undergraduate degree in animation, art history, art education, museum studies or closely related subject, or equivalent combination of education and experience with demonstrable interest in arts education.

- Graduate degree preferred.

Work Experience:

- 10 years' experience in art education, including working with teachers and students.
- 5 years' experience managing full-time staff.
- Experience working with diverse audiences and communities.
- Experience in event programming and coordination preferred.

Skills and Abilities:

- Knowledge and understanding of California's K-12 education system.
- Knowledge of animation and illustration, museum educational programming, and the Bay Area artistic community.
- Interpersonal and public speaking skills and the ability to work enthusiastically and effectively with visitors, Museum staff, program participants, and external vendors.
- Patience and flexibility while working in a dynamic public environment.
- Demonstrated time management skills with the ability to organize work, set priorities, meet critical deadlines, and work effectively on multiple projects with minimum supervision.
- Understanding of PC multimedia programs, video display systems, and their application to public settings.
- Availability to work evenings and weekends.

WORKING CONDITIONS:

Physical Demands: The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Physical requirements include stooping, kneeling, bending, standing, squatting/crouching, crawling, pushing/pulling, and reaching above the shoulders and lifting of up to 25 lbs. Work may require weekends and/or evenings.

Special Environmental Factors: Must be able to work in a busy, active environment and may be required to handle large groups of people