

About the Organization

Fuller Craft Museum is New England's home for contemporary craft. As one of only 8 contemporary craft museums in the United States, Fuller Craft is among the fastest growing, most unique institutions in the northeast.

Fuller Craft Museum (FCM) offers expansive opportunities to discover the world of contemporary craft. Through exhibitions, collections, education, and public programs, we challenge perceptions and build appreciation of the material world. FCM is an accredited art museum dedicated to contemporary craft and is open to the public year-round.

Job Description

FCM seeks an enthusiastic, creative, and highly organized individual to join our team and help fulfill our museum mission of creating an accessible life-long learning environment and bringing craft to the diverse communities we serve. The Learning Programs Coordinator will primarily administer and supervise our Museum Educator (docent) program, our internship programs, our paid studio classes and workshops, and our tour bookings and reservations. These programs connect local organizations, students, and community members with opportunities to learn about the museum, art, craft, and more.

The position is a full time, salaried, exempt year-round position for \$42,000 a year for **32** hours a week (Tu-Fri, 9 am – 5 pm, with some weekend and evening work required). The position reports to the Director of Learning & Engagement (DoL) and is eligible for benefits including medical and dental insurance (80% employer paid), retirement with 3% employer match, and paid time off. FCM offers a flexible work environment with the possibility of partial remote work.

Responsibilities

- Administration of Museum Educator (docent) program
 - Under the leadership of the DoL, plan, schedule, and implement training for volunteers
 - Assist in recruitment and supervision of docents
 - Schedule volunteers to lead tours and assist with programs and events
 - Plan continuing education opportunities for volunteers with DoL
- Administration of internship programs
 - Update opportunity descriptions as needed with DoL
 - Schedule application open and closing dates
 - Provide outreach to local academic institutions to advertise internships
 - Conduct initial round of resume reviews and interviews
 - Manage High School Internship program student activities during school year
 - Manage Emerging Artist in Residency student activities during summer
 - Administers Denise LeBlanc Internship program for other museum departments
- Administration of studio classes and workshops
 - Review class proposals for the two class sessions (March-June and September-December) and interview new instructors with DoL

- Schedules classes for the two sessions
- Manage instructor contracts, registrations, and communication with students and instructors
- Work closely with Facilities Manager and Studio Technician to maintain best practices, especially for health and safety of students
- Develop, instruct, and enforce student and instructor policies
- Work with DoL to review class pricing, budgets, and scholarships
- Administration of school and group tours
 - Provide excellent customer service to individuals and groups booking tours
 - Follow museum tour reservation policies
 - Facilitate art making activities for school tours as needed
 - Schedule tours in communication with other museum staff
 - FCM provides tours for all 3rd & 5th grade students in the Brockton Public Schools (BPS)
 - Work closely with DoL and BPS Director of Art to schedule tours
 - Schedule volunteers to lead all tours
 - Schedule make-up tour dates
 - Conduct informational workshop and tours for BPS art teachers
- Other responsibilities may include:
 - Professional development for teachers
 - Developing content and materials for students/teachers using MA curriculum
 - Assisting with programs and events
 - Other duties as assigned

Qualifications

- Bachelor's degree or equivalent experience in a related field such as art/art history, education, museum studies, administration, hospitality, etc.
- Excellent customer service and clear communication skills verbally and in writing.
- Excellent time management and organizational skills.
- Basic math skills sufficient to collect payment for tours and track class/workshop budget and revenue.
- Demonstrated track record of leading by example and tackling visitor/volunteer issues professionally and calmly.
- Ability to stay informed of FCM's program and exhibition activity to facilitate up-to-date training and information to volunteers, visitors, and necessary staff.
- Proficiency in Office Suite, Google Suite, and Zoom.
- Commitment to FCM's values related to diversity, equity, accessibility, and inclusion.
- Knowledge of museum/arts educational theory, Massachusetts school curriculum, and experience developing lesson plans is preferred.
- Experience or interest in studio art or craft is a plus.
- Experience with classroom, studio, or other professional teaching environment is a plus.
- Experience working with diverse audiences and communities is preferred.

- Knowledge of a language other than English is a plus, especially Spanish, Cape Verdean Creole, or Haitian Creole.

How to Apply

The Fuller Craft Museum serves a wide array of audiences, including national art and craft communities; tourists and visitors to Boston, Providence, and Plymouth County; the city of Brockton and southeastern Massachusetts. Brockton, Massachusetts is an old city with a distinguished history. Today it is a city that welcomes diversity, with more than 50 languages spoken. It is a city of more than 100,000 people, with 43% identifying as Black or African American; 25% of the population is under 18. Learn more about Brockton by clicking [here](#).

Frequently cited statistics show that women and members of structurally marginalized and/or underrepresented communities apply to jobs only if they meet 100% of the qualifications. Fuller Craft Museum encourages any interested party to apply, as no one ever meets all of the qualifications. We look forward to your application.

An offer of employment from FCM is contingent on a satisfactory background check, including Massachusetts Criminal Offender Record Information (CORI).

Important Note: Although salaried and considered “full time,” this position is for **32** hours a week (Tue-Fri, 9 am – 5 pm with some flexibility and remote possibility).

To apply, please send a letter of interest and resume to FCM Director of Learning & Engagement at kbrinson@fullercraft.org. Please put “Learning Programs Coordinator” in your subject line.