



## **Job Opportunity - Full description**

Job Title:	<b>Clementi Family Assistant Manager of Education Programs</b>
Reports to:	Director of Education
Department:	Education
Updated:	June 2025
Position Status:	Full-time/Salaried/Exempt 2-year contract plus health and other benefits

The Clementi Family Assistant Manager of Educational Programs is a grant-funded position for professionals who are interested in art museum educational programming. Under the supervision of the Director and Manager of the Education Department, the Assistant Manager will work closely with colleagues and museum partners to co-create and implement meaningful learning experiences for multigenerational audiences, utilizing educational content connected to FAM's art collection and exhibitions. This position will prioritize initiatives designed to form new relationships or strengthen existing ones for audience development, typically focusing on building connections of belonging through public programming that contributes to the well-being of our community.

The Assistant Manager will develop and facilitate programs using people-centered, inquiry-based learning strategies that are responsive to social-emotional learning and provide accessible, multi-modal experiences for participants. They will also evaluate and improve programs to ensure alignment with the desired outcomes of the Education department. The Assistant Manager will work with interns and volunteers.

The Clementi Family Assistant Manager will be committed to diversity, equity, and inclusion in all aspects of their work. FAM, with its small staff size and ambitious programming, embodies a culture of collaboration throughout the organization, as outlined in the FAM Strategic Plan and Education Philosophy. While the job description outlines general duties and tasks for this specific position, FAM recognizes that, at times, individuals will need to assist and support overall business needs outside of their specific position or department. Evening and weekend work will be required to fulfill museum needs.

### **Primary Responsibilities:**

- Collaborates with colleagues and partners to conceptualize, research, plan and implement, and evaluate museum educational programming.
- Works primarily Tuesday–Saturday, including evenings on the first Thursday of each month. (Approximately 50% administrative preparation and 50% active program facilitation.)
- Develops public and partnership educational programs inspired by and connecting to museum exhibitions, collections and artists.
- Works collaboratively with colleagues and partners for concept development and then organizes administrative logistics, procedures, preparations, promotion, facilitation, documentation, and evaluation efforts.

- Develops and facilitates programs with and for the community, with an emphasis on responding to the needs of specialized and bicultural audiences.
- Prepares resources such as text and media for marketing and communications for programs.
- Coordinates and oversees interns, volunteers and staff needed for related programs.
- Assists with evaluation planning, documentation, data collection and summative assessments for programs.
- Participates in museum exhibition, marketing, operations and all staff meetings, as well as new initiative working groups.
- Supports the commitment to furthering equity efforts within the department and the organization. Helps to make Museum visitors and guests feel welcome.
- Pursues and engages in professional development, research, and peer collaboration with museum educators to ensure departmental practices and resources remain current and innovative.
- Programs may include:
  - Monthly exhibition related artist or curator talks and workshops
  - Monthly multigenerational and drop-in programs with gallery and studio components
  - Seasonal programs such as school vacation weeks and community events
  - Special programs and projects with FAM's community Partners

#### **Qualifications:**

- Loves interacting with groups of people of all ages. Demonstrates strong customer service skills with internal and external stakeholders.
- Highly organized, with experience in planning, implementing, and evaluating programs.
- Interest and knowledge about art, museums, education, and communities.
- Bilingual in English and Spanish is strongly preferred.
- Master's degree in education, museum studies, studio or art history, non-profit management, community organizing, or other relevant fields—or equivalent work experience—is welcome.
- Teaching experience with groups in formal or informal learning environments.
- Excellent professionalism, public speaking, and interpersonal skills, demonstrated in a variety of contexts.

#### **Physical Requirements:**

- Prolonged periods of sitting at a computer, moving thorough spaces, or standing for long periods during programs.
- Ability to move and manipulate art materials and lift bulk materials weighing up to 15 pounds.
- Ability to engage diverse participants in conversations and interactions for extended periods in museum spaces or locations in Fitchburg.
- Ability to see the details of art and hear conversations with participants in public galleries.
- Ability to travel to off-site programs and meetings as necessary.

#### **Cognitive Requirements:**

- Ability to learn new tasks, remember processes, maintain focus, complete tasks independently.
- Ability to communicate and exchange accurate information and ideas so others will understand.
- Ability to keep multiple programs in the workflow, while maintaining details, and meeting deadlines.

- Ability to focus on active facilitation while problem solving to make decisions about unanticipated needs during a program.
- Ability to process information and function in a fast-paced environment and be adaptable to changes.
- Ability to be a strong team player and to work in collaboration with others internally and externally.

### **Employment Requirements**

- Passing a criminal background check CORI (Criminal Offender Record Information)

### **Compensation:**

\$40,000/year, 2-year contract, generous health insurance and paid time off

**Interested candidates should read the full job description and follow the application procedures below to apply. If you require accessibility accommodations, modifications, or have specific preferences, please let us know. Applications will be accepted through June 30.**

### **How to apply:**

Please send a letter of interest, full resume, and three work or school related references to FAM Director of Education, Susan Diachisin at [sdiachisin@fitchburgartmuseum.org](mailto:sdiachisin@fitchburgartmuseum.org). Please attach documents to the email with the subject line: FAM Clementi Family Assistant Manager of Educational Programs.

### **About FAM**

The Mission of the Fitchburg Art Museum is to inspire creativity and learning, and to contribute to the well-being of our diverse communities in Fitchburg, North Central Massachusetts, and New England.

To accomplish this mission, we organize exhibitions of the work of New England contemporary artists and artworks from our art historical collections, offer programs for learners of all ages, support public art projects, invite community participation and partnerships, and stimulate the local creative economy – all in the spirit of inclusivity.

The FAM educators are creative cultural collaborators with the community. We foster experiential learning for people to connect with each other through art. FAM educators share the museum's resources such as inspiring exhibitions and objects, access to contemporary artists, and interactive learning spaces for individual and group engagement.

FAM is fully committed to equity in all aspects of museum practice and is a leader in the growing movement to make art museums more relevant and responsive to their immediate communities. FAM works closely with multiple partners to improve the quality of life and community health in our region, and we seek to continually grow and learn from the communities that we serve.