



Education & Community Engagement Manager

Non-exempt, hourly full-time

Reports to Deputy Director, Engagement and Exhibitions

Salary range is \$66,560–\$68,640/year

Full-time employee benefits: paid health insurance (Kaiser), paid vacation, holidays and sick/family leave. SVMA membership; 20% discount in SVMA Store

About Sonoma Valley Museum of Art

Sonoma Valley Museum of Art (SVMA) is arguably the largest, most dynamic, small art museum in the San Francisco North Bay region, and has earned a solid reputation of creating exhibitions and programs that consistently “punch above its weight.” With a budget of \$1.1 million, SVMA has approximately 600 member households, a full-time staff of 7, a part-time staff of 7, a volunteer corps of approximately 40, and a Board of Directors of 24. SVMA’s volunteers currently serve in two regular roles—Museum Guides and Event Assistants—and occasionally contribute their skills to special projects. SVMA’s mission is *Building Community Around Art* and our vision for Sonoma is to be the vibrant intersection of art, community, and education, with local relevance and influence in the Bay Area. In 2021 SVMA launched an initiative around Diversity, Equity, Accessibility, and Inclusion (DEAI). For more information please visit svma.org.

Position Overview

SVMA’s Education and Community Engagement Manager makes a significant impact on the Museum’s mission to build community around art and actively engage school, family, adult, and community audiences with creative and innovative museum programming. The manager is also a member of the exhibition team, attending team meetings regularly in order to develop related programming for youth and adult audiences. With the deputy director, the manager develops and implements an annual plan for school-based, on-site, and public programming for audiences of all ages, including the training and management of SVMA’s volunteers. The manager establishes and implements consistent program evaluation practices. The manager also supports the Development and Marketing Department with fundraising efforts and promotion of these programs by assisting with grant writing and providing creative content for promotional materials in print and online.

PRIMARY RESPONSIBILITIES

School Art Education

In 2024, SVMA begins a major new Art Education Initiative (AEI) to reimagine its relationship with and services for Sonoma Valley Unified School District (SVUSD). This initiative coincides with the implementation of [Proposition 28](#), which will infuse all California public schools with permanent funding to help restore their arts education curriculum, faculty, facilities, and programs. With this initiative work, and the faculty parameters for receiving Prop 28 funding,

SVMA has elected to pause its Art Rewards the Student (A.R.T.S.) program for the year, and evaluate its potential in its current iteration. First steps of the AEI are likely to include the following:

- With the support of SVMA's executive director and deputy director, the manager will lead the development and eventual implementation of the AEI by working closely with the leadership teams of SVUSD and IDEAL Bay Area, an outside agency with whom SVMA is partnering to help define, inform, and actively support the goals of the initiative.
- In the initial meetings with SVUSD, SVMA leaders and staff are learning the needs and priorities of the District, along with their vision for how the Museum could best serve teachers and students.
- While listening to identify mutual goals, SVMA and IDEAL plan to form a truly impactful collaboration for creating art-centered learning and leadership practices that truly meet the needs of SVUSD.
- The manager and deputy director attend IDEAL leadership classes and workshops as offered and are deemed relevant.
- Research, develop, and implement the AEI projects and programming with IDEAL, as approved and rolled out by the District.
- Evaluate the on-going progress of the AEI, and recommend adjustments as it moves forward.

Volunteer Management and Training

- Works with the museum's operations coordinator, the manager recruits and hires new volunteers for both Events and Museum Guide teams, year round or as needed.
- With the deputy director, the manager trains, manages, and supports/coaches volunteer Museum Guides.
- Works in partnership with Sonoma-based Visual Thinking Strategies (VTS) staff, the manager helps to facilitate VTS training and practices for SVMA's volunteer Museum Guides and SVUSD administration and faculty.

Adult and SVMA Member Audiences:

- Meets regularly as part of the exhibitions team, and on select exhibitions; works closely with the team to design and implement both ticketed public programming and special events, and the interactive learning environments.

Art Studio Programming

- Creates, develops, and manages all aspects of hands-on and participatory programming, which connect to SVMA's exhibitions. These include studio workshops and classes, performances, Art Walk, ArtNights, and seasonal Family Make-ins, and others.
- Develops year-round studio skills programming for all ages, and creates and develops new programs with community partners.
- Manages all aspects of maintaining a high functioning art studio/classroom in the Museum including recruiting guest instructors and teaching artists as needed, purchases and maintains art supplies, equipment, and fixtures.

Community Engagement/Special Projects

- Creates, implements, and supervises community programs that fulfill the Museum's mission to engage participants beyond its walls and build community.
- Interacts and collaborates with local non-profit arts organizations on behalf of the Museum to create mutually beneficial partnership programs.

Department Administration:

- Establishes and maintains relationships and collaborations with SVUSD and other arts and community organizations to develop exemplary partnerships around art education.
- Attends and actively participates in all staff meetings, exhibition team meetings, Volunteer Council meetings, professional networking meetings, and others as assigned.
- Develops and maintains annual budgets for the Museum's school programs, studio workshops and programs, and community engagement/special projects.
- Provides marketing and publicity support for education programs.
- Assists director of development and marketing with drafting grant proposals and reports.
- Other duties as assigned by the deputy director.

QUALIFICATIONS/REQUIREMENTS

- Minimum 3 years experience in an art museum educator role, along with designing and managing school programs and teaching art in a museum or primary school setting. Strong curriculum writing and program development, along with experience developing consistent program evaluation practices.
- Proven creative public program developer, possessing a strong public presence and community building skills. Comfortable taking initiative and enjoys working both independently and with a diverse team of colleagues in a quick-paced environment.
- Possesses great instincts and is a fearless communicator and collaborator with artists, musicians, and scholars in a variety of settings. Exercises sound judgment, while not being afraid to take risks.
- Excellent organizational, writing, and editing skills in order to envision and describe developing projects, while motivating other team members, and potential community partners and funders.
- Experience managing and maintaining a functional and inspirational art studio space for instructors and learners of all ages.
- BA/BS degree completed in fine art, art education, or art history; strong background in contemporary and modern art history.
- Proficient with office and public programming technologies: Mac Office; MS Office, Google Suite, Zoom, and fundamental A/V setups.
- Bilingual (English/Spanish) is a big +.
- Physical requirements include sitting and standing for long periods, bending, squatting, lifting up to 30lbs.