

Honolulu Museum of Art

JOB DESCRIPTION

Job Title:	Curriculum Specialist
Department:	Education
Supervisor:	Curator of Education
Employment Status:	Full-Time
FLSA Status:	Exempt
Work Hours:	40 hours per week, Monday – Friday 8:00 am – 5:00 pm
Issue/Reissue Date:	9/3/2015

The Honolulu Museum of Art (HMA) is an equal opportunity employer committed to recruiting and retaining a diverse, qualified workforce. The Museum strives to maintain a staff that works together to maintain its mission:

To bring together great art and people to create a more harmonious, adaptable and enjoyable society in Hawai'i.

Our Vision: To be a world-class institution with great collections of art and leading education programs. We will reflect changes that are happening in Hawaii, Asia and the world.

Conceived as an institution that would make Hawai'i an even better place to live, the Honolulu Museum of Art (HMA) is committed to showcasing the highest quality art from around the world for the benefit of residents and visitors. Education is central to the museum's mission, with 257,000 people visiting each year and 36,900 students participating in school programs both at the museum and throughout the community. The museum's art collection has grown into one of the most extensive in the United States, with a special emphasis on works of art that reflect the diverse communities that call Hawai'i home.

To apply to the position below, please submit 1) statement of interest describing how your previous experiences would contribute to this project, 2) curriculum vitae, 3) two references with contact information, 4) a curriculum writing sample, and 5) salary requirements. Applications are due September 15th, 2015. Send to: hr@honolulumuseum.org. This position starts immediately and will be grant funded for 1 year, with additional years to be added to complete the project as necessary.

Project goals:

The museum education teams at all HMA campuses (Beretania, Art School and Spalding House) have worked hard to increase the capacity and quality of programs for our target audience of children aged 5-12 as well as life long learners. Attendance for our programs is up 34%. Now, to bring us closer to our vision of being a world-class institution with leading educational programs, we are focusing on quality. Our curriculum needs to be coordinated and assessed to ensure each program reaches clear objectives that support scholastic achievement. Our goal is to prove that the arts (seeing great art and making art) are vital to the education of Hawaii's children and that the arts (through HMA programs) improve scholastic achievement. With this proof, we can articulate our success and deliver more arts integration programs to a larger audience.

Job Summary:

The Curriculum Specialist will join an outstanding team of art museum educators and help prepare the HMA to prove the success of our education programs and obtain national recognition. The Curriculum Specialist will first review all museum curricula (school tours, studio art classes, outreach programs, teacher trainings, free family days, adult programs, etc.) and advise staff on steps necessary to augment educational pedagogy with clear goals, standards and benchmarks for our core audience of children aged 5-12 years as well as life-long learners. This work will be done in collaboration with existing staff and focus on the importance of seeing and making art, guaranteeing that our existing projects and programs are clearly focused for scholastic achievement.

Next, the Curriculum Specialist will collaborate and assist in the evaluation project as designed by an outside evaluator. Priority will to first assess our extensive outreach programs, starting with our neighborhood school program, to prove the arts make a difference in scholastic achievement.

Then, as directed by the evaluator, the Curriculum Specialist will assist in assessing all education programs and follow-up by creating strategies for staff to learn and improve programs based on the assessment report.

Finally, the Curriculum Specialist will develop online curricula for classroom activities that integrate the museum's collection with core curriculum.

The grant-funded position is funded for the first year, and will be extended with additional grant money for a total of 3 years as needed to complete the project. Salary is based on experience and will include benefits (medical, dental, vacation and sick leave). There are no relocation expenses provided.

Minimum Qualifications:

- M.A. in education, curriculum development, arts integration, and/or similar area of study.
- Experience writing educational curriculum for the 21st century.
- Demonstrate working knowledge in art history, studio art, educational pedagogy and curriculum development.
- Successful collaborative work experience.
- Friendly, respectful and supportive personality.

Desired Qualifications:

- Ph.D. in education and curriculum development.
- Museum education work experience.
- Elementary classroom teaching experience.
- History of working collaboratively with teachers and/or educators.
- Experience in assessment of educational programs.

Essential Duties:

- Performs an audit of museum-wide arts education curricula to catalogue and identify alignment with educational goals, standards and benchmarks.
- In collaboration with the Hawai'i educators and museum staff, identify opportunities to strengthen alignment with educational goals, standards and benchmarks within and across museum programs.
- Assists in developing and integrating curricular improvements throughout the museum's programs while maintaining established goals and projects.
- Assists with training museum staff, docents and school teachers in the application of arts integrated curricula and how it is designed to support student achievement.
- Networks with HMA Teacher Liaison and Hawaii education specialists to coordinate our programming with their curricula.
- Develops online curricula to further arts integration in the classroom using art from the museum's permanent collection.
- With all other museum education staff, assists the external evaluator in developing assessment of all HMA education programs, first for outreach, then for other programs.
- Assists in the implementation of the museum-wide assessment.
- Develops a report of improvements needed based on assessment to museum-wide curricula and advises education staff on improving museum curricula following the assessment.
- Strategically sets the HMA educational programs up for national recognition for excellence and successful student achievement.
- Other duties as assigned.

Working Conditions and Atmosphere:

This position works collaboratively with education staff, volunteers, part time staff, curatorial and community educators. Regular office hours are required. Due to the nature of the responsibilities, evening and weekend work may be necessary.

Disclaimer: The statements contained herein describe the scope of the responsibilities and essential functions of this position, but should not be considered to be an all-inclusive listing of work duties and requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

Honolulu Museum of Art is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.