



Education Studio Coordinator Job Description

Department: Education

Location: San Francisco

Reports to: Education Studio Manager

FLSA Code: Non-Exempt

Hours: 40 Hours with
Possible Nights and Weekends

Status: Full Time

Date: April 2017

SUMMARY OF POSITION:

The Studio Coordinator reports to the Education Studio Manager and is responsible for the facilitating projects and providing administrative management for the implementation of existing educational studio classes and programs, and the planning of new initiatives.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following reflects The Walt Disney Family Museum's definition of essential functions for this position, but does not restrict the tasks that may be assigned. The Education Studio Manager may assign or reassign duties and responsibilities to this position at any time.

- Assist the Education Studio Manager in planning unique studio classes relating to animation and art education.
- Assist the Education Studio Manager in implementing curriculum in studio classes which includes teaching, communicating studio standards to outside instructors and assisting in the studio when needed.
- Collaborate with the Education Studio Manager, the School and Outreach Manager, and the Education Project Manager to maintain the Studio Team calendar and coordinate classes, workshops and special community events when needed.
- Coordinate with internal and external partners to schedule special guest speakers and instructors for workshops, Studio Series, Pop Up Studios, and Summer Classes.
- Work closely with Public Programs when programs align with Studio content.
- Represent Studio at internal and external programs, conferences and other promotional opportunities as they arise.
- Coordinate with other museum departments to ensure that the appropriate staff has correct and current information pertaining to WDFM educational programs.
- Maintain connections and update current and former students and families about upcoming classes, workshops and museum community days.
- Responsible for all Studio documentation including photos and videos.
- Coordinate with other schools and organizations around individualized education opportunities such as outreach, animation workshops and visits.
- Assigned other duties.

QUALIFICATIONS:

- Experience managing a complex, multi-faceted museum education program
- Basic understanding of animation principles and practices
- Excellent interpersonal skills, and ability to relate to members of the educational community at all levels
- Possess a high level of initiative, follow-through, and flexibility
- Detail oriented and ability to manage a number of projects simultaneously

- Proven proficiency in museum practices and methods

EDUCATION AND EXPERIENCE:

A combination of experience and education that demonstrates possession of the necessary knowledge and abilities for this position is desired as noted:

- A Bachelor's degree in Art, Design, Animation, Illustration, Screen Arts, from an accredited college or University or comparable 4-year professional career experience
- Minimum 2-years of teaching and/or working at a museum, school or cultural institution.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. Physical requirements include stooping, kneeling, bending, standing, squatting/crouching, crawling/kneeling, pushing/pulling, and reaching above the shoulders and lifting of up to 25 lbs. Work may require occasional weekend and/or evening work.