



Contemporary Art
Museum St. Louis

Job Opportunity: School Programs Coordinator

The Contemporary Art Museum St. Louis seeks a part-time School Programs Coordinator to extend the Museum's educational reach through short-term and long-term engagement with school partners. This role is designed to help the Learning and Engagement department coordinate between CAM, art teachers, teaching artists, and students to implement project-based curricula. Reporting to the School and Community Programs Manager, the School Programs Coordinator works primarily off-site, teaching and assisting teaching artists in partner school classrooms, as well as facilitating select on-site tours and fulfilling administrative duties at the Museum. This person must be a skilled educator with the ability to work within the school system, develop curricula that aligns with Missouri Learning Standards, and plan and implement lessons in a classroom environment. This is a part-time position with approximately 20 hours/week.

Responsibilities

- / Work closely with the School and Community Programs Manager to facilitate CAM's ArtReach partnership with St. Louis Public Schools and regional schools
- / Coordinate off-site and on-site school visits and workshops, professional development days for art teachers, AP Portfolio Day, and ArtReach Intensive programming
- / Maintain and expand school partnerships through relationships with art teachers, administrators, and students
- / Spend time on-site at CAM to understand current and upcoming exhibitions
- / Meet weekly with the Learning and Engagement department to discuss tasks, debrief on programs, and prepare for upcoming projects
- / Work with art teachers and teaching artists to prepare curricula and obtain supplies for classroom projects
- / Assist School and Community Programs Manager in implementing CAM's evaluation plan, distributing, collecting, and processing surveys
- / Develop a strong understanding of CAM's service to the St. Louis metro area and beyond to deliver quality programming and build relationships among key stakeholders
- / Document classroom activities and assist with CAM's educational social media accounts
- / As necessary, drive CAM's ArtBus to and from school engagements
- / Other duties as assigned

Qualifications

- / Bachelor's degree in art education, studio art, art history, museum studies, or equivalent
- / Teaching and classroom experience in a middle or high school environment required
- / Art teacher certification preferred
- / Missouri teaching certification and experience with St. Louis Public Schools a plus
- / Demonstrated comfort and familiarity as an instructor in the classroom
- / Familiarity with computer and database systems
- / Ability to use spreadsheets and execute administrative tasks such as budgeting, billing, and record keeping
- / Responsive, flexible, and collaborative, with a positive attitude
- / Ability to lift up to 25 lbs and perform physical tasks related to the implementation of programming
- / Proficiency with social media and related online platforms a plus

How to apply: Please submit cover letter and resume to mruiz@camstl.org with the subject line “School Programs Coordinator.”

About the Contemporary Art Museum St. Louis

The Contemporary Art Museum St. Louis works to enrich lives and inspire curiosity, creativity, and learning through experiences with contemporary art. Focused on a dynamic array of changing exhibitions, the Museum reflects and contributes to the global cultural landscape while engaging thousands of visitors through a wide array of public programs. CAM nurtures the creative minds of our city’s youth through free, in-depth art education, making a long-lasting impact on the community. We are a site for discovery, a welcoming space, free and open to all.

CAM is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity or expression, disability, age, family responsibilities, national origin, or veteran status. We value a diverse workforce and an inclusive culture.