

Education Coordinator Job Description

Program Overview

Create Birmingham, in partnership with narrative studio 1504, Navigate Affordable Housing Partners, and sculptor Joe Minter, will produce *In Our Own Backyard: A Celebration of Joe Minter*. In October, 20-30 of Minter's pieces will be featured in a groundbreaking exhibition inside of The Marc Steel Building, a historic warehouse in Birmingham's Titusville community. This site is significant to Mr. Minter's family history and Birmingham's industrial history, as well as the lives of other prominent artists in Mr. Minter's peer group, including artist and musician Lonnie Holley and artist Thornton Dial. The exhibit will be developed collaboratively by 1504 and Mr. Minter, with creative support from curator Matt Arnett and Mr. Holley.

Mr. Minter has lived in the Titusville community for more than fifty years where he has created the sprawling *African Village in America* on the half-acre property around his home. Part sculpture garden and part memorial, this art environment is filled with sculptures made from scrap metal and found materials. Its theme is recognition of African American history from the first arrivals of captured Africans through slavery to the convict labor system and the Civil Rights Movement to the systemic racism and violence that persists today.

More information about the exhibit can be found at createbirmingham.org/community-arts/joe-minter.

Job Description

Create Birmingham is seeking an education coordinator to help organize, manage, and facilitate all Friday school and group visits to the exhibition. As a coordinator, you will play a vital role in enhancing the visitor experience by providing insightful information and facilitating engagement with the artworks displayed within the exhibition. You will help visitors feel welcomed and informed during their visit by offering interpretation, answering questions, and fostering meaningful connections between visitors and the works of Joe Minter.

Dates of Commitment: September 16 – October 25, 2024. Must be available to work on-site at the Marc Steel Building Friday, October 4th, 11th, and 18th 8:30 AM – 4 PM. The exhibit will be open October 3rd – 20th.

Roles and Responsibilities

- Plan and organize educational field trips for schools, community groups, and other organizations.
- Coordinate all logistics including transportation, accommodations, and (if necessary) meals.
- Communicate with schools, teachers, and group leaders to understand their needs and preferences, and provide relevant information about the field trip.
- Ensure compliance with safety regulations and emergency procedures throughout the duration of the field trip.
- Evaluate the success of field trips and gather feedback from participants to make improvements for future trips.
- Maintain accurate records and documentation related to field trip planning and implementation.

During field trips and group visits, the coordinator will:

- Open the gallery space prior to tours and close the space following all tours.
- Offer guided tours or informal talks about the artwork, tailored to the interests and needs of the audience.
- Encourage active participation and discussion among visitors to deepen their understanding and appreciation of the art.
- Communicate information about the artists, artistic movements, and themes represented in the exhibition in an engaging and accessible manner.
- Assist with crowd management during peak visitation periods to maintain a comfortable environment for all visitors.
- Check in weekly with Create Birmingham's Community Engagement Manager.

Qualifications

- Extremely organized and reliable.
- Excellent communication and interpersonal skills, with the ability to engage diverse audiences in meaningful dialogue about art.
- Passion for the arts and a genuine enthusiasm for sharing knowledge and fostering appreciation for art among visitors of all ages.
- Previous experience in art interpretation and education preferred.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office suite and other relevant software applications. Professional writing, email, and phone etiquette.
- Ability to multitask and adapt to changing circumstances in a fast-paced environment.

Benefits

- \$35/hour (not to exceed 120 hours)

To apply, please submit your resume, two references, and a cover letter in the form of a PDF outlining your relevant experience and why you are interested in this position to viola@createbirmingham.org by 11:59 PM Wednesday, July 31, 2024.