

Job Posting

Project Manager: Creative Aging Institute

Part time, temporary (May 2023 through May 2024)
\$20 per hour

SUMMARY

As a member of the Learning and Engagement team, the Creative Aging Institute Project Manager takes primary responsibility for the planning, organizing and facilitation of the museum's Creative Aging Institute program. This year-long project is part of the nation-wide Vitality Arts Project, aimed at providing adults aged 55 plus with engaging, educational, creative arts opportunities with quality instructors and thoughtful curriculum. The project will entail a series of six eight session workshops. The role will also participate in and coordinate professional development devoted to combating ageism in the non-profit and museum fields.

The Creative Aging Institute Project Manager reports to the Director of Learning & Engagement and works directly with Marketing, Advancement, Building Services, and Curatorial departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES

A. Creative Aging Institute Programming

Plan, manage, and facilitate all aspects of Creative Aging Institute workshops, including:

- a) Sourcing artist instructors
- b) Writing instructor contracts
- c) Maintaining program budget
- d) Purchasing and maintaining program supplies and materials
- e) Serving as point of contact with participants and instructors

B. STRATEGY/PLANNING

- a) Participate in and help plan logistics of professional development sessions associated with the Vitality Arts Project
- b) Work with museum staff to provide space, equipment, and set-up needs for workshops
- c) Assist in evaluation of project and its components
- d) Attend internal meetings when appropriate to position

C. MARKETING AND CONTENT

- a) Collaborate interdepartmentally to ensure smooth communication of information to Marketing, Advancement regarding programming
- b) Create content for the museum's marketing, social media, and public relations platforms as they pertain to the project, including articles for the quarterly View magazine

D. Undertakes other assignments as requested by Director of Learning and Engagement

QUALIFICATIONS

Bachelor's degree or B.F.A. preferred. Solid experience working with senior/elderly adults preferred. Must have

experience coordinating and supervising events and/or programs aimed at external audiences. Experience in non-profit, educational, community, or social service agency environments preferred. Must be able to effectively and professionally collaborate/function as a member of a team as well as independently. This person should be reliable, creative, energetic, and skilled in program planning and implementation. Excellent organizational and communication skills, both verbal and written, are important, as are excellent people skills. Basic proficiency in Outlook, Excel and other Microsoft Office programs is required. The ability and enthusiasm to work with adults 55 plus is required. The job will require working some weekend days and Thursday evenings.

Please apply to: humanresources@akronartmuseum.org / www.akronartmuseum.org/careers/



The Akron Art Museum invites all people to enrich their lives through modern and contemporary art.

We believe in the value of art and artists. The Museum builds, studies, and shares our outstanding modern and contemporary collection of regional, national, and international art. We celebrate and collect

emerging and established artists, invest in art that honors diversity and creativity, and preserve world-class art and architecture for future generations. We believe in the power of museums to inspire and educate. The Museum provides access to varied experiences that educate, inspire, and engage. Visitors are invited to learn, play, and grow while connecting with themselves and others. Experiences with art and artists are designed to explore the creative process and offer insight into how artists reflect human experience and culture across time and geography. We believe in working with and for our community. The Museum exists to serve the community and does so by building strong relationships through collaborative partnerships, constructive dialogue, and diverse representation. We believe in fostering a culture of respect. The Museum respects and values our stakeholders throughout all our interactions. Welcoming others with a sense of belonging and valuing their contributions is of utmost importance. We believe in accountability and continuous growth. We strive for progress by living our values honestly and transparently as well as focusing on continuous growth through experience, collaboration, and introspection.

The Akron Art Museum welcomes all people. We are committed to valuing diversity, fostering equity, and creating accessible and inclusive experiences with art where everyone can feel a sense of pride and belonging. We acknowledge that the Museum's history has been shaped by past biases and inequities; the effects of which remain with us today. However, we believe that art has the power to both reckon with the past and make way for a better future. Through our actions, the Museum seeks to embrace and reflect the voices of all.

The Akron Art Museum is committed to creating an inclusive workplace that celebrates the diversity of all our employees. We respect the dignity and inherent rights of all individuals and are proud to be an equal opportunity employer. All applicants will receive consideration for employment regardless of race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status, or any other federal, state, or local protected class. We continuously focus on equitable hiring, training, promotional practices, and policies because our greatest strength is our team.