

Grant Funded Position Posting: NHCC Bilingual Arts Educator/ Museum Gallery Assistant (Art Museum and Visual Arts Program)

Title: Bilingual Arts Educator/ Museum Gallery Assistant Art Museum and Visual Arts Program)

Salary, schedule, and term: Salary \$23,332 (no benefits) part-time (20 hours per week-weekdays and weekends,) temporary, grant funded position through December 2021

Expected Start Date: Open until filled

What does this job do?

The bilingual educator/museum gallery assistant will bolster the Museum's ability to enhance visitor experience, develop programs, curriculum, and other resources in Spanish to meet the needs of our Spanish speaking communities. This grant funded position (through December 31, 2021) will have two major responsibilities: 1) to assist NHCC art museum education staff in presenting bilingual education curriculum and programs both virtually and in art museum gallery spaces (when able) and 2) help facilitate admissions and visitor experience in the Art Museum and in the New Mexico Mutual Welcome Center. The position, in collaboration with museum educators and curators will support and facilitate K-12 bilingual educational outreach, programming and engagement- especially to underserved populations and schools in rural areas. The position is also responsible for providing excellent customer service to visitors as well as an informed experience of the Art Museum, as well as the larger NHCC campus. As needed, this position will utilize the NHCC's ticketing system to validate daily ticket sales and monitor daily attendance totals. This position will answer incoming phone calls and general inquiries about the Art Museum and the NHCC.

How is the job done?

Job Assignment #1: In collaboration with NHCC art museum educational and curatorial colleagues, develop, facilitate, and support bilingual education, programmatic, and outreach opportunities.

Job Assignment# 2: Provide excellent customer service to all visitors to Art Museum and NHCC patrons. Assist with online ticket sales utilizing the NHCC's ticket system and validate admissions tickets sold online, compile and report ticket sales, credit card and cash deposits. Monitor and track hourly and daily attendance. At times, this position will report to the New Mexico Mutual Welcome Center to assist with the visitor experience and admissions in that location.

Job Assignment #3: Assist Art Museum & Visual Arts Program colleagues with exhibit related issues, as needed.

Who is the job done for? The staff, public, constituents, DCA, volunteers, docents, etc.

Minimum Qualifications:

- Undergraduate degree or equivalent
- 3 years' experience in K12 education curriculum and methodologies
- Ability to speak, read, write in Spanish and English

Ideal candidate will have:

- Educational program abilities as well as teaching and interpretive experience
- Knowledge of underserved and rural populations
- Excellent customer service skills
- Strong communication skills
- Strong attention to detail and organization skills
- Positive, energetic, and flexible attitude
- Experience in working in a cultural institution or museum
- Excellent team working abilities

Employment Requirements:

- Valid NM identification
- Must be able to work weekends
- Abide by DCA and State of NM Covid-Safe practices and requirements
- Abide by all DCA/NHCC policies and procedures

Work Conditions:

This position will work primarily in the Art Museum and Welcome Center Admission Desks, with the understanding that this may change based on the public health orders. When regular work resumes at the NHCC, position will work in museum education offices. General office space

How to apply:

Submit resume and cover letter to info.nhcc@state.nm.us

Contact Information

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