

**UTAH
MUSEUM
OF
CONTEMPORARY
ART**

Job Title: Art Truck Educator

Department: Education

Reports To: Erin Hartley, Director of Public Engagement

Position Designation: Part-Time with Occasional Weekend, Evening or Overnight Hours

Summary

The Utah Museum of Contemporary Art seeks an individual with an enthusiasm and passion for contemporary art education to take UMOCA's Art Truck to schools and community events around the state and present a tour and lesson to visitors, ensuring that they have such a fantastic time that they can't wait to share it with their friends, families, and colleagues!

Principal Duties and Responsibilities

Booking & Coordinating Art Truck Visits

- Ensure professional, informative and friendly communication with schools and community partners
- Send Art Truck Booking Form to those who inquire and follow up to confirm visits
- Enter information into booking spread sheet
- Ensure teacher's guide is sent in advance of visit
- Ensure safety, space and electrical requirements are met by coordinating with schools and community partners
- Ensure schools coordinate class schedules for filtering students through exhibitions in advance of visit
- Conduct outreach to new schools and organizations to schedule visits as needed
- Coordinate and group long distance visits to maximize resources
- Maintain database of school and organization contacts
- Coordinate any personal transportation needs in advance with the Director of Public Engagement
- Every Fall and Spring, schedule visits to schools outside of the greater Salt Lake area. This travel will require overnight stays

Day of Visits

- Drive truck to locations in a timely and safe manner
- Arrive in advance of visit to complete any necessary preparations
- Ensure location is safe and cones are set up to filter participants if needed
- Count all participants that enter truck and enter numbers into spreadsheet
- Ensure safety of artwork and orderly and safe tours of installation
- Conduct visits that are age appropriate and engaging for the specific population
- Have teacher's guides on hand if needed

Maintain Truck Installation

- Keep truck clean and ensure art installations are in proper working order
- Maintain communication with the Artist and Director of Public Engagement in the event the installation needs to be repaired

Truck Maintenance

- Schedule and take truck for oil changes and maintenance appointments as necessary
- Fill truck with gas in advance of visits, if needed
- Communicate any truck maintenance or operational needs or issues immediately to Director of Public Engagement

Other

- Send monthly visitor totals to Director of Public Education by month's end for Operations Report
- Develop a follow-up evaluation to gauge the use of Art Truck Teacher's Guide (year-end)
- Develop and send post-visit evaluations
- Take photos of visits for grant documentation

Qualifications

- A Bachelor degree in the arts or education or equal number of years' experience
- At least one to two years of K-12 teaching experience
- Current Utah driver's license or ability to obtain one
- Good driving record
- Must be comfortable driving a large vehicle
- Have a flexible schedule to accommodate multiple tours a month
- Be able to lift 15 - 20 pounds

To Apply

Email the following information to <mailto:erin.hartley@utahmoca.org>

- Resume or CV
- Cover Letter

Employer Information

The Utah Museum of Contemporary Art (UMOCA) advances and elevates the community of contemporary arts and culture, establishing Utah as a leading voice for the spirit of innovation, experimentation and dialogue surrounding the issues of our time.

UMOCA has been an award-winning aesthetic force and community leader since it was established in 1931. Located in the heart of downtown Salt Lake City, UMOCA's rich past has resulted in the creation of a cornerstone for contemporary culture in Utah, providing for artistic experimentation, community enrichment, and connection to the world as it occurs through our related experiences. The Museum strives to be a place where all points of view, experiences, and ages feel welcome to explore the pressing issues of our time through socially relevant art exhibitions and educational programming.