



Interpretation and Engagement Coordinator

Krasl Art Center

Position Overview:

The Interpretation and Engagement Coordinator is responsible for comprehensively engaging guests at the Krasl Art Center in a manner that is creative, inviting and meaningful. This will be accomplished through interpretive content and programs made available indoors, outdoors and online; dynamic gallery tours, welcoming guest services, and mindfully selected artist-made merchandise in the gift shop. The Interpretation and Engagement Coordinator is responsible for developing gallery content, leading the KAC docent program, training forward facing staff and volunteers, providing collections management, and curatorial assistance.

Job Type:	Full-time, exempt
Supervisor:	Deputy Director
Department:	Cur-Ed (curatorial and education)
Committees:	Education and Interpretation Committee, Exhibitions Committee and Public Art Committee.

Organizational Values

The Krasl Art Center's mission is to inspire meaningful change and strengthen community through the visual arts. Staff members provide excellence, collaboration, innovation, creativity, respect and a sense of humor to advance the organization and accomplish this work.

Required Skills:

- Strong organizational skills
- Attention to detail
- Composed temperament
- Ability to work collaboratively
- Excellent interpersonal skills
- Professional written and verbal communications

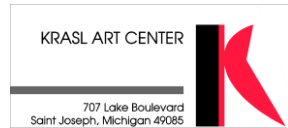
Primary Responsibilities:

Interpretation: Exhibitions & Collection

Identifies critical concepts and establishes visitor outcomes for temporary exhibitions and community-wide public art collection. Creates layered, and often "hands on" interpretation, for the KAC galleries, lobby and lounge, as well as outdoor sculpture sites. Develops gallery lesson plans and relevant studio art projects for volunteer docents. Works collaboratively with community partners to develop thought-provoking adult programming.

Volunteer Docent Program

Leads the KAC's dynamic volunteer docent program, serving as the face of the program, developing and conducting training sessions throughout the year. Motivates and inspires volunteer docents, engages docents with art, and creates a friendly and fun atmosphere of lifelong learning. Teachings include studio art practices, art history, public speaking and educational theory. Works with KAC staff to ensure effective curriculum content and tour coordination, and to coordinate guest speakers and field trips.



Interpretation and Engagement Coordinator **Krasl Art Center**

Visitor Engagement

Develops and implements special trainings for all forward facing staff, including guest services associates and front desk volunteers. Trainings blend critical concepts for exhibitions with the cultural values of the organization to ensure successful visitor engagement. This program may intersect with the volunteer docent program.

Collection Management

Maintains best practices in museum registration and collections management. Monitors gallery climate and maintains KAC object and artist files as well as database records. Responsible for assisting with logistics related to loans and traveling exhibitions including shipping, condition reports and installation.

Institutional Goals

Works alongside KAC Deputy Director and Manager of Education to plan and implement CUR-ED Departmental goals aligned with the KAC Strategic Plan. Assists in grant writing to support CUR-ED and institutional projects.

To Apply:

- Submit letter of interest, resume, professional references, and 1 writing sample to tmiller@krasl.org.
- Include last name and Interpretation & Engagement in the subject line of the email (ie: Willis: Interpretation & Engagement).
- Note: applications submitted through Facebook or Indeed will not be reviewed.

No phone calls please. This position will be filled as soon as possible.

About Krasl Art Center

Krasl Art Center offers exciting opportunities for achievement and ownership of success in an established visual art center in an emerging, culturally significant community. Located in St. Joseph, Michigan overlooking Lake Michigan, KAC is 90 miles from Chicago, IL and Grand Rapids, MI. KAC staff and teaching faculty are comprised of fun, competent and enthusiastic professionals.

Krasl Art Center's varied audience base includes rural populations, second home owners, local families and retirees, community organizations and schools, and weekend and summer tourists.