MUSEUM OF FINE ARTS ST.PETE

EDUCATION COORDINATOR

As the first art museum in St. Petersburg, the Museum of Fine Arts serves as the cultural anchor of a vibrant arts city, uniting a diverse community of artists, residents, and international visitors. The Museum's global collection, spanning nearly 5,000 years, acts as a catalyst for connection and conversation. By bridging historical perspectives with contemporary discourse, the museum broadens the artistic canon while elevating the voices and stories of historically marginalized artists. Within the museum's holdings are exemplary works by Georgia O'Keeffe, Claude Monet, Berthe Morisot, Auguste Rodin, Kehinde Wiley, and Élisabeth Vigée-LeBrun. The museum also houses one of the largest and most well-respected photography collections in the Southeast, featuring iconic visionaries such as Ansel Adams, Edward Steichen, Julia Margaret Cameron, Carrie Mae Weems, James Van Der Zee, and Aaron Siskind. Through dynamic exhibitions and inclusive programming, the museum engages with more than 100,000 people annually, including thousands of students through a dedicated partnership with Pinellas County Schools. Committed to fearless creativity, the museum fosters a welcoming environment where all are empowered to explore untold stories and challenge conventions.

Join the MFA and embark on a journey of artistic enrichment and personal growth. We offer a platform for employees to nurture their love for the arts while contributing their unique skills, experience, and talents to further our museum's mission.

THE OPPORTUNITY

Position: Education Coordinator
Reports To: Director of Education & Engagement
Department: Education & Engagement
Job Code: Full-time / On-site
FLSA Status: Exempt
Salary Range: $46,000-$52,000 Annually

POSITION SUMMARY

The Museum of Fine Arts is seeking a creative, collaborative, and highly organized museum education professional to serve as Education Coordinator, leading the museum's Learning & Interpretation initiatives and creating meaningful opportunities for students, educators, volunteers, and lifelong learners to connect with art.

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The Education Coordinator develops and manages educational initiatives that encourage visitors to look closely, think critically, ask questions, and make meaningful connections through art. The position oversees the museum's school and educator partnerships, tour program, gallery learning experiences, educational content, and MFA Docent Corps.

The Education Coordinator serves as the primary point of contact for the museum's educational partners and docent community, building and sustaining relationships with Pinellas County Schools, other schools and educational organizations, colleges and universities, homeschool networks, public libraries, and community learning partners. The position is responsible for ensuring that educational programs are thoughtfully developed, effectively delivered, well-coordinated, and responsive to the needs of participating audiences.

The role also leads the development and implementation of the museum's gallery-based learning experiences, including public, private, group, language, and exhibition-related tours and programs. Working closely with Curatorial and other museum departments, the Education Coordinator supports meaningful interpretation of the MFA's collection and exhibitions through inquiry-based experiences that encourage curiosity, conversation, and personal connection.

A significant component of the position is the daily management of the MFA Docent Corps, including recruitment, communication, scheduling, training, continuing education, and ongoing support. The Education Coordinator works closely with docents to strengthen their knowledge, confidence, and ability to facilitate engaging visitor experiences.

The ideal candidate is an experienced and enthusiastic educator who combines a strong understanding of museum learning with excellent organizational and interpersonal skills. They should be comfortable developing educational content, facilitating conversations about art, managing complex schedules, working with volunteers, and balancing long-term program development with the day-to-day needs of the museum.

As a member of the Education & Engagement team, the Education Coordinator works collaboratively with the Director of Education & Engagement, Community Engagement Manager, and Studio Programs Manager to advance the MFA's mission and create a comprehensive framework for visitors to learn from art, connect with the museum and their community, and engage in meaningful creative experiences.

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PRIMARY RESPONSIBILITIES & DUTIES

Learning & Interpretation

- Develop educational experiences that encourage visitors to look closely, think critically, ask questions, and make meaningful connections through art.
- Develop and maintain educational content and resources for students, educators, docents, and general audiences.
- Collaborate with Curatorial and other museum departments to develop learning opportunities connected to the permanent collection and special exhibitions.
- Ensure educational experiences reflect diverse perspectives and support inclusive, accessible, and visitor-centered learning.
- Evaluate learning programs and use participation data and feedback to inform program development and improvement.

MFA Docent Corps

- Provide daily management and coordination of the MFA Docent Corps.
- Serve as the primary staff contact for docent communication, scheduling, program participation, and day-to-day needs.
- Lead docent recruitment and onboarding processes.
- Develop and coordinate docent training and continuing education opportunities.
- Work with Curatorial, scholars, artists, and other subject-matter experts to support docent learning and development.
- Develop resources and training materials that strengthen docent knowledge and facilitation skills.
- Coordinate docent participation in public tours, school programs, gallery programs, and special initiatives.
- Maintain docent schedules, records, communications, and other program documentation.
- Cultivate a positive, collaborative, and engaged volunteer culture.

School & Educator Partnerships

- Manage the museum's ongoing partnership with Pinellas County Schools, including the sixth-grade Art as Evidence Program and the Superintendent's High School Exhibition of Excellence.
- Develop and manage school tour experiences from students from pre-kindergarten through university.

- Build and maintain relationships with teachers, school administrators, educators, and other educational partners.
- Coordinate communication, scheduling, program logistics, and follow-up with participating schools.
- Develop curriculum-connected learning experiences that support classroom learning while taking advantage of the unique opportunities offered by the museum.
- Develop and facilitate professional development and arts integration opportunities for educators.
- Identify opportunities to strengthen and expand the MFA's relationship with schools, college, universities, and other educational organizations.
- Maintain awareness of current educational practices, curriculum priorities, and opportunities for meaningful museum-school connections.

Gallery Programs & Tours

- Lead the MFA's gallery learning and tour program, including public, private, group, language, and exhibition-related tours.
- Develop and maintain tour content and interpretive approaches for the permanent collection and special exhibitions.
- Coordinate public Gallery Guide Hours and other recurring gallery learning opportunities.
- Oversee the Spotlight Series as a docent-led initiative.
- Develop and manage Sunset Art & Nature Tours and other specialized gallery experiences.
- Coordinate tour scheduling, communications, materials, and other operational requirements.
- Work with Visitor Experience and other museum departments to ensure a seamless experience for tour participants.
- Ensure tours and gallery programs remain engaging, accurate, accessible, and responsive to diverse audiences.

Homeschool & Offsite Learning

- Lead the educational component of Homeschool Hours, developing and facilitating in-gallery learning experiences for homeschool families.
- Build relationships with homeschool networks and educational communities.
- Lead the development and coordination of library and other offsite learning programs, cultivating and maintaining relationships with local libraries and offsite learning partners.

- Develop learning experiences that extend the MFA's educational reach beyond the museum's physical walls.
- Coordinate program logistics, materials, staffing, communication, and evaluation for offsite initiatives.

Cross-Department Collaboration

- Collaborate with the Director of Education & Engagement on department strategy, priorities, evaluation, and institutional initiatives.
- Collaborate with the Community Engagement Manager on exhibition activations, teen initiatives, community programs, and other opportunities.
- Collaborate with the Studio Programs Manager on programs that connect gallery learning with studio-based experiences, including Homeschool Hours and other shared initiatives.
- Work with Curatorial, Marketing & Communications, Visitor Experience, Development, Facilities, and other museum departments to advance educational initiatives.
- Support department-wide programs and special events as appropriate.
- Represent the MFA at community, educational, and professional events as appropriate.
- Participate in staff, department, committee, and other meetings as appropriate.
- Assist with other tasks as needed and requested to advance the goals and objectives of the museum.

QUALIFICATIONS, SKILLS, AND ABILITIES

Education / Experience

- Bachelor's degree in education, museum studies, art education, art history, studio art, arts administration, or a related field.
- 3+ years of progressive experience in museum education, arts education, teaching, interpretation, or a related field.
- Demonstrated experience developing and managing educational programs for diverse audiences.
- Experience working with schools, educators, volunteers, and/or community learning partners.
- Experience developing educational content, tours, interpretive resources, or curriculum-connected experiences.
- Experience managing volunteers or volunteer programs is strongly preferred.
- Experience working in a museum, cultural organization, school, community arts organization, or comparable environment is preferred.

- Experience with school partnerships, docent programs, inquiry-based learning, or museum interpretation is a plus.

Skills & Abilities Required

- Strong knowledge of and enthusiasm for art, museums, education, and lifelong learning.
- Demonstrated understanding of museum-based learning and inquiry-based approaches to engaging audiences with works of art.
- Exceptional interpersonal, verbal, and written communication skills.
- Strong research, writing, editing, and content-development skills.
- Excellent organizational and project management skills, with the ability to manage multiple programs, partnerships, schedules, and priorities simultaneously.
- Demonstrated ability to build and maintain productive relationships with educators, volunteers, students, museum colleagues, and community partners.
- Strong facilitation skills and the ability to engage audiences in thoughtful conversations about art.
- Ability to translate complex ideas and information into accessible and engaging learning experiences.
- Ability to work independently, exercise sound judgment, and carry projects through to completion.
- Ability to collaborate effectively across departments and with individuals representing diverse perspectives and areas of expertise.
- Strong problem-solving and decision-making skills.
- Ability to work in a dynamic public-facing environment and adapt to changing needs.
- Ability to exercise tact and diplomacy, demonstrate sensitivity to cultural diversity, and nurture a positive working environment.
- Proficiency with Microsoft Office and standard digital communication and administrative tools.

LOCATION REQUIREMENTS AND WORK SCHEDULE

- MFA office hours are Monday through Friday 9:00 am – 5:30 pm.
- Regular evening and weekend work will be required for programs, workshops, camps, events, and other public-facing activities.
- This position requires all hours to be fulfilled onsite.
- At time of employment, employees are expected to be located within commuting distance of the museum.

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PHYSICAL REQUIREMENTS

- Must be able to remain in a stationary position at a computer for extended periods.
- Must be able to move throughout the museum galleries, studio classroom, and program spaces for extended periods.
- Must be able to occasionally move, lift, and transport equipment, materials, and objects up to 25 lbs.
- Must be able to safely and successfully perform the essential job functions consistent with ADA, FMLA, and other federal, state, and local standards.

This job description indicates in general terms the type and level of work performed, as well as the typical responsibilities of this position. Management reserves the right to modify, change, add, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Nothing in this position description changes the at-will employment relationship between Museum of Fine Arts and its employees.

TO APPLY

The MFA is committed to the full inclusion of all qualified candidates, including those with diverse workplace experiences and backgrounds. Whether you're new to arts and culture administration, returning to work after a gap in employment, looking to transition or take the next step in your career path, we welcome you to apply. Please use your cover letter to tell us about your interest in the arts and culture space and what you hope to bring to this role.

Please submit resume, letter of interest and salary requirements to *careers@mfastpete.org* with *Education Coordinator* in the subject line or mail to the following address:

Human Resources
Museum of Fine Arts
255 Beach Drive N.E.
St. Petersburg, FL 33701-3498

No phone calls please.

The Museum of Fine Arts, St. Petersburg provides equal opportunity to all employees and applicants for employment without regard to race, color, religion, creed, sex, sexual orientation, national origin, ancestry, age, mental or physical disability, pregnancy, alienage or citizenship status, marital status or domestic partner status, genetic information, genetic predisposition or carrier status, gender identity, HIV status, military status and any other category protected by law in all employment decisions, including but not limited to recruitment, hiring, compensation,

training and apprenticeship, promotion, upgrading, demotion, downgrading, transfer, lay-off and termination, and all other terms and conditions of employment.