The Newark Museum

Background
The Newark Museum operates, as it has since its founding, in the public trust as a museum of service, and a leader in connecting objects and ideas to the needs and wishes of its constituencies. We believe that our art and science collections have the power to educate, inspire and transform individuals of all ages, and the local, regional, national and international communities that we serve. In the words of founding Director John Cotton Dana, "A good museum attracts, entertains, arouses curiosity, leads to questioning—and thus promotes learning."

Founded in 1909, the Museum is the largest art, science and education museum in the state of New Jersey, serving more than 300,000 children, adults and families through exemplary exhibitions and innovative school and public programs on-site, off-site and online. The Museum’s collections have achieved national and international renown in areas such as American painting and sculpture; decorative arts; the arts of Africa, the Americas and the Pacific; African-American art; Asian art, including the most important collection of Tibetan art in the West; classical art; the Victorian-era National Historic Landmark Ballantine House; and the largest natural science collection in NJ, which is showcased in the Victoria Hall of Science. Additional facilities and resources include the new Makerspace at the Newark Museum, which features cutting edge, hands-on technology that highlights the art/science nexus; the Alice and Leonard Dreyfuss Planetarium, which utilizes the latest digital technology to engage young people in space science; SKYLAB, a traveling digital planetarium; a teaching collection; the Newark Fire Museum; and the 1784 Old Stone Schoolhouse.

Position
Coordinator/MakerSpace Programs

Reporting Relationship
Reports to the Director of Interpretation and Program Evaluation

Position Objective
Under the direction of the Director of Interpretation and Program Evaluation, the Coordinator will create, facilitate and evaluate making opportunities throughout the museum’s program offerings and exhibits and coordinate MakerSpace activities at the Newark Museum.

Responsibilities
- Works with Director of Interpretation and Program Evaluation and Education Division team to develop Museum-inspired programming that instills confidence, creativity and interest in science, technology, engineering, math, art and learning through making.
- Teaches Museum collection-inspired making programs for a wide range of audiences including adult groups, school groups, families and teens.
- Maintains a working knowledge of significant developments and trends in the field; acts as an advisor on maker-related programming and exhibits at the Museum.
- Works with education and exhibition teams to design and prototype new MakerSpace at the Newark Museum.
- Maintains physical and digital MakerSpace equipment such as computers, 3D printers, woodworking tools, sewing machines, etc.
- Ensures a quality museum experience for a specialized audience through project and program development.
- In collaboration with members of the Education Core Team, researches, develops and prototypes MakerSpace activities that can be incorporated into adult programs, public programs and festivals, school programs, family workshops, after school clubs, and exhibit interactives.
- Communicates and collaborates with community partners.
- Provides ongoing training for the Museum’s education staff, docents, and teen Explorers in best practices to deliver developmentally appropriate, creative, museum-based programming utilizing science, art, technology and engineering that develop problem-solving skills and promote project based learning.
- Identifies opportunities to enhance project based learning, STEAM engagement and interactivity throughout the Museum’s exhibitions and educational programs.
- Provides ongoing community connections and support for the production of the annual Greater Newark MiniMakerFaire.
- Must be available to work Tuesday-Saturday or Sunday-Thursday schedule, with additional hours for family festivals and evening events as needed.
- Other duties as assigned to meet the mission of the organization.

**Qualifications**

- Bachelor’s degree in museum education, art, science, technology or new media; Master’s degree a plus
- 4+ years of teaching/curriculum development experience in school or museum setting
- 2+ years experience coordinating and supervising programs
- Familiarity with 3-d printers, laser cutters, computer programming and arduino microcontrollers
- Previous experience working in an urban environment a plus.
Knowledge, Skills and Abilities

- Proven track record of utilizing cross-institutional resources
- Proven knowledge of current museum, art and STEM education practices, and curriculum development
- Proven ability to succeed within a collaborative work environment
- Expertise in intergenerational informal learning
- Expertise in one or more making media.
- Demonstrated communication, organizational and management skills

If you are interested in a position at the Museum, please submit your resume and letter of interest to:

Human Resources
Newark Museum
49 Washington Street
Newark, NJ 07102
Fax: 973.642.0459
Email: humanresources@newarkmuseum.org

The Newark Museum is an equal opportunity employer. Please be advised that due to the high volume of applicants, we can only contact those candidates whose qualifications meet the requirements of this position.