

The Mattress Factory is an Equal Opportunity Employer. The Museum is committed to workplace diversity and to providing employment opportunities to all qualified applicants without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.

GALLERY ENGAGEMENT COORDINATOR

FLSA Status: Part-time, Non-exempt

Hours: 25-30 hours per week (must be consistently available on Tuesdays, Thursdays, Saturdays)

Rate: \$15/hour

Reports to: Director of Education and Community Engagement

WE ARE:

The Mattress Factory is a contemporary art museum on the Northside of Pittsburgh, founded in 1977. We feature site-specific installations created by artists in residence from around the world.

To be successful in this position, you must:

Be dedicated to the visitor experience and educational opportunities, and be enthusiastic about connecting visitors with artists and the artistic process in the gallery setting. Have a collaborative approach to bringing together excellent customer service, accessibility, thoughtful engagement strategies and artist-centered content. Must be detail oriented, adaptable to changing exhibitions and needs, and focused on providing unique and meaningful gallery experiences for visitors of all ages.

YOUR ROLE:

- Collaborate with Director of Education, Artist Programs Manager, and Visitor Experience Director to plan and implement in-gallery artist-centered prompts and activities
- Schedule and facilitate drop-in gallery activities for visitors
- Coordinate with Visitor Experience Managers on booking tours
- Serve as Lead Educator on gallery tours for learners of all ages
- Schedule additional Educators for tours and activities as needed
- Coordinate use of gallery spaces with Visitor Experience Managers
- Collaborate with Exhibitions, Visitor Experience, and Artistic Programs Manager to implement artist-created accessibility extensions Maintain and refresh in-gallery education and accessibility materials, such as activity guides, sensory kits, tactile objects, etc.
- Coordinate accommodations for visitors with disabilities
- Create and administer visitor surveys
- Provide and mentorship to part-time Educators and Visitor Experience Associates
- Track and document programs, program attendees, goals and outcomes to contribute to grant reports
- Manage the Gallery Engagement budget in collaboration with the Director of Education

QUALIFICATIONS:

- Minimum of 2 years experience teaching in a museum or gallery setting
- Minimum of 1 year experience coordinating events or programs
- Minimum of 1 year experience in customer service
- A commitment to creating opportunities for visitors to connect with artists and the artistic process
- Experience managing and tracking grant funded projects
- Demonstrated commitment to best diversity, equity, inclusion, and accessibility practices and willingness to learn new concepts

- Ability to work independently and in teams to plan and implement high quality social and educational experiences
- Strong understanding of artistic processes and materials and willingness to learn new concepts
- Strong teaching skills and an ability to adapt to the needs of different learners
- Strong creative problem-solving skills and willingness to adapt to a wide variety of situations and environments
- Access to reliable technology and an internet connection for Zoom meetings/tours
- Ability to move up to 20 lbs. of materials at a time
- Clearances for Federal Crime History, Pennsylvania Access to Criminal History, and Child Abuse History are required
- Proof of COVID-19 Vaccine is currently required for all Mattress Factory employees

TO APPLY:

Interested applicants should submit a **cover letter and resume** to lbarnes@mattress.org. Please put "Gallery Engagement Coordinator" in the subject line. Applicants selected for an interview will be asked to provide references.

No calls, please.