

# CHICAGO ARCHITECTURE BIENNIAL

## Learning & Engagement Coordinator

The Chicago Architecture Biennial (CAB) is seeking a part-time, temporary **Learning & Engagement Coordinator** to support youth education and audience engagement projects and programming. Reporting to the Manager of Learning & Engagement, the Coordinator will help develop and implement a robust youth (K-12) education program including workshops, educator resources, competitions, and more. The Coordinator will also lend support to CAB's audience engagement efforts including volunteer recruitment, training, and scheduling; visitor resources; tours; and evaluation.

This is an ideal role for a hands-on, creative professional with a welcoming and informational presence. Candidates must be highly self-motivated, creative, and organized, with 3-5 years of experience including providing excellent customer service, implementing educational programs for all ages, and supervising volunteers. The ideal candidate must be driven, able to multitask, work well as part of a team, take initiative, and anticipate and solve problems under pressure.

## About the Chicago Architecture Biennial

The Chicago Architecture Biennial (CAB) is an organization dedicated to creating an international forum on architecture and urbanism through producing year-round programs and a biennial exposition of city-wide activations for a diverse audience of designers, educators, advocates, students, and local communities. CAB's mission is to engage and inspire professional and public audiences; highlight the transformative power of architecture; and envision a future for the field that is equitable and sustainable. In 2021, CAB's work is focused on the theme *The Available City* led by Artistic Director David Brown, which presents a new approach to urban design that connects community residents and designers to collaboratively envision transformative possibilities for vacant urban spaces.

## Responsibilities:

- Coordinate implementation of youth partner programs including reviewing proposals, managing contracts, and partner communications
- Coordinate, oversee, and lead (as needed) educational programming at CAB sites
- Support the development of educational resources for K-12 students, families, and educators
- Support the Manager of Learning & Engagement and CAB's communications team with outreach and communications around youth learning opportunities
- Help recruit, train, and schedule docents and educators to support K-12 and general public tours and programs
- Support the creation of audience engagement tools including maps, tours, and guides
- Help develop and implement audience evaluation program

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## **Professional Skills:**

- Willingness to take initiative and exercise excellent judgment, both as part of a team and independently
- Proven ability to work in a fast-paced environment and manage multiple projects and priorities simultaneously
- Excellent interpersonal, verbal, and written communication skills, including ability to communicate with audiences of different backgrounds, levels of knowledge, and types of ability; must be diplomatic and tactful
- Excellent organizational, project management, and time management skills
- Exceptional collaboration skills including the ability to work within a framework of shared authority with a range of communities and stakeholders

## **Qualifications:**

- Commitment to providing accessible, high-quality experiences to diverse, multigenerational audiences through Chicago, and to supporting the development of programming that is youth- and community-led
- Bachelor's degree or equivalent required, preferably in art education, art history, museum education, architecture/design, studio art, or other related education, humanities, or social science field
- Minimum 3-5 years of experience working with K-12 audiences and/or in creative spaces
- Strong research and writing skills with experience producing interpretive or instructional materials
- Previous experience teaching in art, architecture, design, or related fields
- Previous experience training and managing teams including docents, volunteers, and/or educators
- Command of Microsoft Office Suite, Google Suite

## **Additional Details:**

- Chicago-based candidates only; CAB staff are currently working from home, however, in-person work (following current safety protocol) will be required throughout the contract
- Evening and weekend work will be required
- Applicant will be required to lift about 20lbs, transport materials, and travel to offsite venues across the city
- Contract period: June 2021 – end of January 2022

## **Application Materials:**

To apply, please submit your cover letter, resume, and two professional references to [education@chicagoarchitecturebiennial.org](mailto:education@chicagoarchitecturebiennial.org) by **May 7, 2021** with **Learning & Engagement Coordinator** in the subject.