

Outreach & Education Coordinator

Museum of West African Art, Edo

Job Overview:

The Museum of West African Art, Edo (MOWAA) is an independent non-profit organisation in Nigeria set up to drive research and execute high-value cultural, arts and heritage initiatives in West Africa. Our ambition is to create a world-class museum, research, and education centre – connecting West Africa's ancient heritage to its thriving contemporary arts and culture.

This role is part of the External Relations department with the focus of delivering a dynamic outreach programme of events for local artisans, artists and other creatives, schools, universities, adults, and families at MOWAA facilities and online, with plans to expand engagement into external venues. We are looking for a highly organised and enthusiastic Outreach & Education Coordinator to join our growing team.

The successful candidate will coordinate the day-to-day running of the Outreach department, responding to all enquiries in a timely manner. Communicating with our Director of the Pavilion &/or Head of External Relations for programme designs and to ensure that the activities of the Outreach department are widely publicised.

Key Responsibilities

- Liaison with the educational community – State Ministries of Education, the public and private, Technical and Vocational Schools, Universities, and other related and relevant creative enterprises and organizations, within the Creative District area – establishing and maintaining relationships.
- Streamline queries for other types of engagement, e.g., proposals for projects and partnerships, volunteering and internship requests, exhibition proposals, etc. so that the Director of the Pavilion &/or Head of External Relations can identify and respond accordingly.
- With the Director of the Pavilion, create a strategy and programs that align with MOWAA outreach & educational vision and goals.
- Liaise with the other department, including Collection Manager and the heads of Research and Conservation, to access collections and archival materials needed for workshops and other events.
- Plan and deliver the programmes and outreach events.
- Design and facilitate program evaluation.
- Manage school bookings, queries and respond to requests for talks and workshops from universities, creative groups, families, and individuals.
- Prepare reports, correspondence, and recommendations for the education programs, its clients, and funders.
- Administer the department's sub-contracts and budget by keeping track of expenditure, e.g., facilitator fees, equipment for the Outreach department, and ad hoc purchases, in collaboration with the Office Administrator and Finance Manager.
- Keep the Head of External Relations up to date with outreach activities to ensure the department's work is publicised and shared on social media in a timely manner.
- Identify and instruct suitable volunteers for the Outreach Department.

- Serve as an ambassador for MOWAA in communicating and furthering the mission and goals of the institution.
- Traveling locally as needed.
- Undertake other reasonable duties as required.

Essential skills:

- Bachelor's degree in any arts and social science field.
- A declared interest in and enjoy working with/teaching young children is a must; minimum of two to three years of relevant experience in developing and delivering educational programs to children.
- Ability to work independently and collaboratively with internal and external educators, administrators of various levels of experience.
- Able to work with large number of children / parents / chaperones / teachers visiting the museum and within the community.
- Must be outgoing, energetic and enthusiastic
- Must be able to work a flexible schedule, including weekends, holidays, and evenings

Career Growth, Training & Development:

MOWAA has a strong culture of constant learning and invests in developing people. This post will be supported by global experts and institutions across MOWAA's wide network of partners and affiliates. This is an exciting role with opportunities for growth including training in workshop delivery and the development of skills essential for progressing within the heritage learning sector. By joining MOWAA team, you'll have an opportunity to shape a growing organization, work on ground-breaking initiatives and build a rewarding long-term career.

- Research MOWAA collections to identify new topics for workshops, pop-up exhibitions and events.
- Suggest potential engagement partners through research and networking.
- Undertake training with a view to delivering school workshops.
- Other training and development opportunities that may arise.

Terms and Conditions:

- Reporting Line: Director of the Pavilion & Head of Communications
- Duty Station: Benin
- Compensation & Benefits: Competitive, subject to credentials
- Start Date: TBD, subject to 6-month probation period