



MINNESOTA
MUSEUM of
AMERICAN ART

**Program Evaluator for Arts Accessing Listening Sessions (Consultant Position/Grant Funded)
Minnesota Museum of American Art**

Mission: *The Minnesota Museum of American Art (the M) inspires people to discover themselves and their communities through American art.*

Description: The M is currently seeking applicants for a **Program Evaluator** to implement evaluation processes and analyze data for a new program entitled Arts Access Listening Sessions. With funding provided by the Minnesota State Arts Board and in partnership with community sites throughout the state, a series of participatory sessions scheduled during the spring and summer of 2017 will spark discussions around expanded definitions of American art and American artists, what communities need and want from public cultural institutions, and identify barriers that exist to participation in art museums.

The Program Evaluator will work closely with the M's Arts Access Manager to create a purposeful survey system for listening session participants. All of the recorded and written information will then be synthesized, by the Program Evaluator, into both numerical data and anecdotal evidence that will be used for both the grant report and ongoing conversations about how M's programming can be more accessible.

Duties and Responsibilities:

- Create a survey methodology most suitable for the Arts Access Listening Sessions
- Attend one or more of the listening sessions to advise on program format (dates and times)
- Compile and transcribe anecdotal information from sound recordings gathered during the listening sessions, as well as written comments and testimonies
- Collect and manage information and data produced from listening sessions, including demographics of participants
- Other duties as assigned or needed

Qualifications:

- Bachelor's degree or equivalent work experience preferred
- Program evaluation experience
- Data collection and management experience
- Community organizing experience in Minnesota
- Clear and concise communicator
- Ability to adapt and learn quickly
- Attention to detail

- Experience with Microsoft Office software

Requirements:

This position will require a total of 20-25 hours, with flexible time allocated to attending more listening sessions if the evaluator chooses to do so. Mileage reimbursement and/or reimbursement for public transportation costs (i.e., light rail, bus) will be provided.

How to Apply:

Submit cover letter, resume, and two names of references via email to Jessica Eckerstorfer, Arts Access Manager at jeckerstorfer@mmaa.org. Please do not submit any additional materials by mail or in person.

To request a copy of the Arts Access Grant, send requests to jeckerstorfer@mmaa.org.

This position is a grant-funded, consultant position (approximately 20-25 hours in total). Salary will be \$75/hour based on consulting fees.

Application Deadline: Friday, March 24th

The M is committed to building, strengthening, and maintaining a diverse workforce and strongly encourages those who self-identify as persons of color, Indigenous persons, and disabled, and LGBTQIA to apply.

Affirmative Action, Equal Opportunity Employer.