

National Art Education Association - Museum Education Division

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About the Division

NAEA's Museum Education Division builds and sustains a diverse and vibrant professional learning community among people dedicated to advancing visual arts education within the context of art museums in North America. The Division creates opportunities for its members to build knowledge and capacity, connects members with each other, develops tools for advocacy that advance the value of visual art education, and both encourages and conducts research to better understand the impact of art museums as learning institutions.

The Division leverages the contributions of more than 750 educators across North America through a network of 8 regional representatives and representative-elects as well as project-specific task forces and working groups. The Division also works closely with the leadership of the full Association, including six other Divisions, Regional Vice-Presidents, and Issues Groups, to advance the core mission of NAEA: *to advance visual arts education to fulfill human potential and promote global understanding.*

Leadership

Selection of leaders:

The Director and Director-Elect are nominated and elected by the NAEA Membership every two years. Development Committee members [self-nominate](#) and are selected in the spring by the Director and Director-elect to ensure a diverse and dynamic committee of leaders.

Directors and Regional Directors serve a two-year term as "Elects" before serving an additional two-year term as Directors.

Roles:

Division Director, Director-Elect, Development Committee (Regional Representatives & Rep-Elects)

The Director provides strategic and inclusive leadership to the Division, including programmatic and budget oversight as well as member cultivation.

- Serves on the NAEA Board, attending three Board meetings each year (summer, fall and spring during the Convention), preparing for and following up from each, including presenting Board reports and working on subcommittees related to specific NAEA initiatives.
- Contributes to the writing of position statements and strategic initiatives of NAEA, including serving on task forces and sub-committees of the Board.
- Writes columns for NAEA News every other month, oversees the division listserv, and addresses topics, issues, and projects that arise over the course of each year.
- The Director, along with the Director-elect, delegates work, advises, and communicates regularly with special task force groups comprised of members that work on various projects, with liaisons to broader NAEA initiatives, and with the leadership of NAEA, including fellow Directors.
- Works closely with and supports the Director-elect in planning the Preconference, oversees budget, alignment with strategic goals of NAEA, and membership needs.
- Works closely with other Directors and Development Committee members on the design and implementation of sessions for the NAEA convention, Awards, and other special sessions, identifying topics and preparing and submitting proposals on behalf of the Division or the Association.
- The Director leads the Division's Research Initiative along with task forces or a working group that advance this work, and with assistance and input from the Director-Elect.

- The Director represents NAEA in the Museum-Ed Board and Art Museum Educator Consortium (AMECO), a gathering of leaders of art and museum education associations from the US, UK, Canada, and from ICOM. The Director at times also represents NAEA at the meetings of other associations, such as the Association of Art Museum Directors.
- *Time Commitment: High - Average 5 hrs/week - as few as 1 hr/week and as many as 12 hrs during high-intensity project work.*

The Director-elect is the Director's key partner in the process of leading the Division. S/he organizes the annual Preconference, supports the various strategic priorities of the Division, including the Research Initiative, reviews and scores session proposals, reviews and scores Awards nominations, and helps organize select sessions for annual NAEA Convention. S/he also attends one required and one optional NAEA Board meeting annually and works closely with the director on many of the items described above as well as a range of issues and projects as they arise.

- *Time Commitment: High - 1-2 hr/week during most of the year; on months leading to Preconference, as many as 5-8 hrs/wk*

The Development Committee of the Museum Education Division is comprised of Regional Directors and Regional Director-Elects. They represent the Eastern, Southeastern, Western and Pacific regions.

- *Time commitment: Medium (2-4 hrs/month average; some months are much higher as specific tasks may require up to 8 hrs in a two-three week period.)*

Responsibilities for ALL members of the Museum Education Division Development Committee members include:

- Encourage colleagues to submit proposals for the NAEA conference generally. In consultation with the direct and director-elect, identify topics that are of special relevance to the field and either encourage colleagues to submit proposals on these topics or develop proposals that include a range of voices on these topics.
- Lead the awards process to ensure that a good number of high-quality nominations are submitted to the NAEA by the deadline for each region and for the National Educator award. Send out communications to the membership and the Development Committee to drum up nominations, follow up to ensure that every division has a good number of nominees, contact nominators and nominees to ensure nominations are submitted properly and on time, and move the process forward through the nomination due date, starting in August, responding to questions and, with the Director and Director-elect, addressing issues as they may arise. Plan the session, including identifying and confirming awards presenters and orienting the national winner with regard to their keynote; prepare, edit, and produce the nominations brochure.
- Review and score nomination materials for annual awards. Review usually takes place in November.
- Attend and/or participate in Conversations with Colleagues, Awards Ceremony, special Division sessions, and other key sessions at NAEA conventions. This is especially important when we are trying out new formats or initiatives.
- Assist with aspects of the Preconference, Teacher Exchange, Awards, etc. as needed.
- Participate in Division task forces or working groups, as needed. Assist with miscellaneous projects that come up over the course of the year. For example, if the NAEA Board decides to form an ad hoc or standing committee to focus on a particular task or issue, the division director might ask committee members to serve on it.
- Every other year, work with the director to identify colleagues for the next round of regional representative-elects.
- Participate in regular Development Committee conference calls (approximately 6 per year).

Projects & Initiatives and member Opportunities

As an organization that is "by members, for members," NAEA is constantly working to address issues that affect visual arts education. Its members are also closely involved in various processes that help strengthen the Association, building its capacity and the leadership capabilities of its members. The Division also often turns to the membership for help with

various activities specific to the Division. As a result, the Division needs you! These are examples of one-time projects in recent years:

- Participate in an NAEA task force that developed recommendations for a new leadership program of NAEA
- Participate in a working group that informed aspects of the Research Initiative
- Review curriculum submissions that are then posted on NAEA's website
- Develop new initiatives that address important member needs (for instance, in 2011, a small group of educators researched and proposed the Peer to Peer initiative)

Time commitment: Medium (2-5 hrs/month over 3-6 months)

Peer 2 Peer Task Force (Google Hangouts)

P2P was launched as a major objective for our division in 2011, and have offered 16 Hangouts since November 2013 with 62 presenters and over 2000 views. A P2P happy hour during the 2014 Convention helped members connect in person--over 75 members attended.

We know we are helping our members connect but we want to make this initiative as inclusive and relevant as possible—and need your help! Hangouts typically take place 1x/month, or every other month during the summer. Since the Peer to Peer Initiative (P2P) launched the Google+ Hangouts, P2P Task Force members have managed all aspects of these learning opportunities. We are starting a **Working Group to help us expand and deepen the reach of the P2P Initiative and hope you will consider joining us**—even if you can help for 1 or 2 Hangouts! There are a few ways to become involved:

P2P Working Group

Time Commitment: 2 hours annually (be available for at least two Hangouts to help us plan)

- Participate in 2-3 Hangouts/year to help us generate ideas for future Hangouts

Hangout Producer

Time Commitment: High (5-6 hours/Hangout)

- 3-4 conference calls or Hangouts/year to check in with other Producers about Hangouts and schedule
- Manage all technology for 2-3 Hangouts/year
- Post Hangout announcement via Museum-Ed.org and NAEA Museum Education Division list serves
 - Share announcement with Working Group so we may promote via social media
- Communicate with Hangout Organizer about upcoming Hangouts
 - Maintain the Hangout events, follow up links, information on the Google+ page
 - Track usage of each Hangout using YouTube analytics
 - Set up the Hangout on P2P Google+ page
 - Schedule and run a practice Hangout with all speakers (and Hangout Organizer)
 - Start Hangout ~15-30 minutes of scheduled time, run through technology check with all video participants
 - Set up Lower Thirds, turn Q + A app on
 - Run desk share to show PowerPoint, PDF, or video
 - Select questions in Q + A as the questions are addressed
 - Moderate for spam

Hangout Organizer

Time Commitment: Medium to High (3-6 hours/Hangout)

- Collaborate with Hangout Producer on the Hangout topic, speakers, timing
- Identify speakers, topics, create outline of Hangout
- Coordinate all materials/documents needs in advance
- Write Hangout description, including list of speakers and institutions
- Coordinate date/time for Hangout with P2P Task Force
- Host the Hangout or participate as a panelist/speaker
 - Participate in practice Hangout with speakers and Hangout Producer
 - Introduce P2P Initiative at start of Hangout, as well as speakers
 - Remind participants how to use Q + A feature, moderate questions as the Hangout progresses

- Manage timing of presentations/speakers
- Wrap up the Hangout at the end, announce next Hangout if information is available

Hangout Promoter

Time Commitment: Low (1-2 hours/Hangout)

- Share what is going on via social media
- Tweet, Facebook, blog about the G+ Hangouts while they are live using #MusEdPeers and links to the Hangouts and relevant resources.
- Watch the Hangouts live, post your comments, quotes from participants, relevant materials, etc. as we go
 - Write a brief blog or list-serve post afterwards, including link to archived video

Preconference Planning

The NAEA Museum Education Preconference brings together art museum educators, students, consultants, and researchers to build community, generate new insights into issues and practices affecting the field of museum education, and leverage the knowledge of the group as well as the expertise of partners and specialists in other disciplines to strengthen museum education practice. Held the day before the official start of the annual conference, the Preconference features a lecture/panel discussion, break-out sessions, lunch, evening reception and dinners with colleagues. Those interested in working on the preconference would join a sub-committee to plan a particular aspect of the day. The individuals would also be tapped to lead breakout sessions and serve as hosts on the day of the preconference. Educators in host cities are extremely important--we will meet in Chicago in 2016!

- Time commitment: *Low (1-4 hr/month over 4 months)*

Review & Write NAEA Platform Position Statements in Collaboration with Development Committee

One of NAEA's strategic goals is advocacy. Over the last several years the Association has been developing statements that articulate NAEA's position on key topics impacting visual arts education. For a full list of statement, please visit: <http://www.arteducators.org/about-us/naea-platform-and-position-statements>

Every year, members from across the Association propose topics. Once these are prioritized by the Board, the Association forms writing teams. It is here that you can help! Every year we need four to five museum educators to serve on one writing team each. Writing teams include educators from across the country that represent all seven divisions of NAEA: Elementary, Middle, High School, Administration, Preservice, Museum Education and Higher Education. Writing teams meet 3-5 times by phone after 5 pm during the fall and early winter. Occasionally, NAEA also needs educators to review prior position statements and recommend changes.

- *Time commitment: Low (1-2 hr/month for approximately 3 months)*

Research

Help foster a culture of research among museum educators by contributing to the development of research-related sessions, professional development workshops and/or P2P Hangouts; and write blog posts, identify, connect and share research underway at various museums; assist division representatives to Research Commission and its Professional Learning through Research Working Group.

- *Time commitment: Low (1-2 hrs/month)*

Social Media & Digital Community Development

Our Division currently lacks a robust presence on social media. We would welcome involvement from a small group of educators to develop recommendations for how we can improve communication and engagement across our membership on an ongoing basis.

- *Time commitment: Medium (initial task force to develop a strategy, 1-3 hrs/month; afterwards, 2-4 hrs/month by each member of a small working group to sustain community engagement)*