

Rahr-West Art Museum

MEMORANDUM

TO: Personnel Committee
FROM: Greg Vadney, Executive Director, Rahr-West Art Museum
DATE: 3/28/2025
SUBJECT: Adding Art Educators to City of Manitowoc Compensation Plan

Summary

Rahr-West Art Museum Art Educators are presently listed as seasonal employees, with no ability to increase salary beyond their entry pay of 21.00/hr. All other museum positions are included on the City of Manitowoc's compensation plan. The two Art Educator salaries are funded through the museum's Reserve Account for Education, (2822-53100-529900), not through the City's General Fund. This increase, therefore, will come from private funding, namely donations to the museum and class fees.

In order to provide consistency throughout the department and to retain successful art education staff, the Rahr-West Art Museum requests approval to add educators to the City pay plan at the "E" level, and to give current employees an immediate salary increase within this pay scale to 21.60, which would have been their yearly increase at the beginning of 2025.

Background

The Rahr-West Art Museum has run educational programming in the arts for decades. Until 2011, art educators were contracted with the city, not employees. In 2011, it was decided that the city should retain art educators as part time, seasonal employees. Art Educators work part-time (under 11 hours/wk) but year-round conducting classes and enhancing museum exhibits and events. They were originally paid 20.00 per hour, with no increase until 2021, when a \$1.00 raise to 21.00 per hour was approved. Their status as "Seasonal" employees remained. During this period of time, (2011-present), the City of Manitowoc adopted a formal pay scale for city employees, including part-time employees such as Weekend Museum Visitor Services Clerks, Library Aids, and Crossing Guards. Museum Art Educators were not included on this pay scale, as they are paid through a museum reserve account (2822-53100-529900) and not through the city's general fund.

Rationale

As the Rahr-West Art Museum has enjoyed considerable success with our education programming, we believe it is appropriate that Museum Art Educators be included in a pay scale allowing them to be able to increase salary based on merit. This will bring their compensation into alignment with all other staff in our department, encouraging continued quality work and retention. In studying available, comparable salary information (attached for reference) the museum believes that the position would fit

appropriately in the “E” Grade on the City of Manitowoc’s existing pay plan. The City Finance Director and Human Resources Director have been apprised of this rationale and affirm that the “E” Grade is appropriate. It should again be stressed that whatever compensation is selected, the funding for these positions will come from a Rahr-West Art Museum reserve account and any changes will not affect the Council-adopted 2025 City of Manitowoc operations budget.

Request

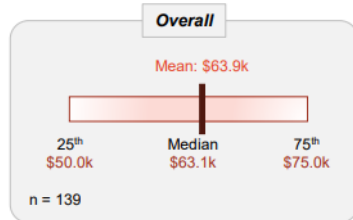
The Rahr-West Art Museum requests the City of Manitowoc Common Council to approve adding the Museum Art Educator Position to the City’s adopted Compensation Plan at the “E” Grade. Further, we ask that the two Art Educator employees be placed in the pay scale at an hourly salary of 21.60 in consideration of their years of committed work.

Attachment 1: Salary Survey Information from American Association of Art Museum Directors

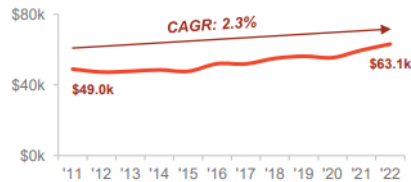
Associate Educator / Educator B



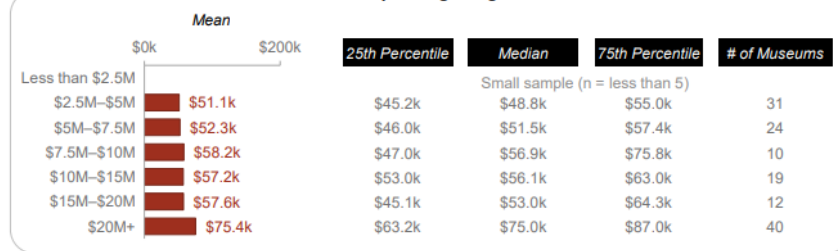
Responsibility for specific interpretative programs, one of which may or may not involve the design of the educational exhibitions from outside the collection for special audiences.



Historical Trend—Median (2011–2022)



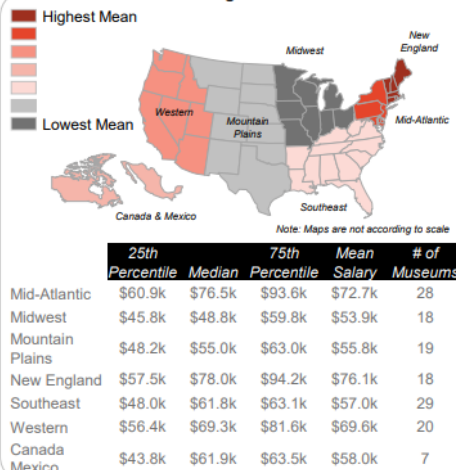
Operating Budget



MSA Population



Region





Attachment 2: 2024 Job Listing from Oshkosh Public Museum for Part Time Education Coordinator


Education Coordinator (LTE)


May 16, 2024 by

Part Time

 [Oshkosh, WI](#)


 Posted 10 months ago

 \$20.70 - \$23.29 USD / Hour



Oshkosh Public Museum

History. Art. Culture.

 [Website](#)

The Oshkosh Public Museum is searching for an Education Coordinator to plan, develop, and present public programming related to the mission of the Oshkosh Public Museum. The Education Coordinator creates and facilitates education and enrichment programming relevant to students, teachers, families, and adult audiences. This position requires excellent people skills and the ability to communicate with visitors from a variety of backgrounds, abilities, and perspectives as well as energy and enthusiasm to help develop the museum as an extraordinary community, cultural, and educational resource.

This is a temporary position working approximately 20 hours per week. Occasional evening and weekend shifts may be required.


Attachment 3: 2024 Job listing St. Louis Art Museum Art Full Time Educator Position


FREE NOTES

Stories and insights for museum people.

SUBSCRIBE


Assistant Educator, Teacher and Student Learning

 Saint Louis Art Museum


 Saint Louis, Missouri, United States • (On-Site)

APPLY


Posted 11 days ago

 Job Type


Full-Time

 Job Duration


Indefinite

 Salary


\$22.42 - \$27.47

 Min Experience


1-2 Years

 Min Education


BA/BS/Undergraduate

 Required Travel

0-10%

 Salary - Type

Hourly Wage

 Job Function

Education

Description

Summary: Develop and implement the Museum's interdisciplinary learning initiatives, programs, and resources for preK-12 students.

Essential Duties and Responsibilities:

- Develop, implement, teach, and promote in-gallery and virtual programs, tours, and other experiences for preK-12 students including, but not limited to, the Arts in the Basic Curriculum (ABC) program for elementary students, 5th Grade Explorers, No Place for Hate for middle and high school students, live and self-directed virtual field trips, and Exploring with the Artist programs for middle and high school students.
- With the Associate Educator, Teacher and Student Learning, contribute to the development of a strategy for effectively engaging pre-K-12 students that aligns with the departmental philosophy and contributes to the advancement of institutional strategic priorities.
- Implement the Museum's strategy for increasing and enhancing student engagement at the Museum, with support and guidance from supervisors.
- Collaborate with a team of Museum staff, including educators, curators, Protection Services, Visitor and Member Services, Digital Experience and Media, Diversity, Equity, and Inclusion, Romare Bearden Fellows, and Museum Events, as well as Gallery Teachers and volunteer educators, to plan and facilitate in-gallery and virtual programs, tours, and experiences for students related to the Museum's collections and special exhibitions.
- Assist in the training and evaluation of volunteer educators and Gallery Teachers, particularly for school programs, with specific emphasis on effective gallery teaching and facilitation to fulfill program objectives.
- Provide one-on-one instruction for museum students in the Museum and for teacher education students and Gallery Teachers to assist and host museum after-school teaching.


Median Salary

Net Salary per month

\$4,546

\$ Cost of Living Index ⓘ

64/100

 Median Apartment Rent in City Center


\$1,443 - \$2,667

(1-2 Bedroom)

🛡️ Safety Index ⓘ


30/100

Utilities

 Basic


\$150 - \$385

(Electricity, heating, cooling, water, garbage for 915 sq ft apartment)

 High-Speed Internet


\$50 - \$80

Transportation

 Gasoline

(1 gallon)

\$3.10

 Taxi Ride

(1 mile)

\$2.49

ⓘ Data is collected and updated regularly using reputable sources including corporate websites and governmental reporting.