

## Job Description

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**Title:** Coordinator of Community Programs (Part Time)

**Division:** Education

**Position Reports to:** Director of Education and Social Engagement

**Date Revised:** May 2019

### I. General Summary

The Coordinator of Community Programs serves as an essential member of the educational team in the development and management of dynamic, innovative, and community-focused initiatives at Plains Art Museum. The position is responsible for planning, collaborating on, facilitating, and evaluating compelling educational programs that advance creativity and foster connectedness for diverse youth and family audiences. This position works closely with community groups, family audiences, nonprofit organizations, and youth audiences. The position requires a high level of professionalism; commitment to quality programs and excellent customer service; connectedness to the arts community and the community at-large; and fiscal responsibility to manage vital Museum programs.

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### II. Job Duties/Responsibilities

- Plan and manage administrative and logistical components of community programs and events, including but not limited to:
    - Kid Quest and other family programs
    - Tuesdays for Toddlers and other pre-primary youth programs
    - Wellness and Access programs, including Art + Autism and Low-Sensory programs
    - Outreach programs, including programs connected to Plains Art Museum's garden spaces
    - Buzz Lab and teen programs
    - Exhibition and public programs, including International Potluck
  - Schedule, train, collaborate with, and support program facilitators, including Plains Art Docents, Teaching Artists, and contracted artists and educators working with community programs
  - Develop strong, interdisciplinary, and creative community programs in collaboration with colleagues and artists
  - Create and manage educational program content on the registration software system, internal calendars and documents, social media, and website
  - Engage with diverse community groups, with particular attention to communities that are currently under-served by the Museum, to forge partnerships and collaborations in alignment with the community-focused programs and strengths of the Museum
  - Collaborate with Director of Education and School and Youth Programs Coordinator on youth exhibitions, including annual *School Spirit: Celebrating Youth Art Month* exhibition and Scholastic Art & Writing program
  - Develop creative interactive activities and programs connected to current exhibitions
  - Participate in existing community events and create new outreach programs aligned with the Museum's mission
  - Manage and improve Goldberg Art Lounge and studio spaces/supplies used for community programs
  - Periodically facilitate Museum learning experiences
  - Build and manage program and division budgets related to community programs
  - Co-write grants and identify funding sources for specific programs and initiatives
  - Collaborate with Education department and program teams on ideas, program coordination, and Museum-wide initiatives
  - Continually evaluate and improve programming to sustain the Museum and Center for Creativity's mission and vision
  - Assist with management of Education department interns
  - Other duties as assigned, or needed
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### JOB QUALIFICATIONS/REQUIREMENTS:

1. Minimum Bachelor's degree in Museum Studies, Art Education, Studio Art, Art History, or other relevant fields required

2. Required experience: 1-2 years combined museum and education experience
3. Knowledge and appreciation of community engagement, art education, and current museum-based pedagogy
4. Ability to work effectively with a diverse community; high integrity, judgment and discretion
5. Excellent interpersonal and communication skills
6. Command of Microsoft Office Suite programs (Word, Excel, Powerpoint, Outlook), open to learning program registration software
7. Demonstrated organizational skills, including budgeting, attention to detail, prioritization, and time management skills
8. Self-directed, dependable, energetic, highly motivated, and outcome-oriented

**Employee Print Name:** \_\_\_\_\_

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_