

Job Description

Title: School & Studio Program Coordinator

Department: Education

Position Reports to: School & Studio Program Manager

Date Revised: June 2025

I. General Summary

The School & Studio Program Coordinator is a full-time, year-round role supporting educational programs within the Plains Art Museum. The Coordinator assists with planning, logistics, teaching, and facilitation of studio and school-based programs (including Fargo Public Schools and non-FPS outreach, tours, and museum classes). Working closely with the Program Manager, this position helps ensure high-quality, mission-aligned experiences for participants and instructors. This position requires availability for some evenings and weekends to support classes, events, and studio activities.

II. Principle Duties and Responsibilities

- **Program Coordination:**
Support the planning and implementation of classes, camps, tours, and events. Prepare materials, set up studio spaces, assist with research on exhibition themes, and ensure program timelines are met.
 - **Participant & Instructor Support:**
Serve as a key contact for students and educators. Support studio safety and communication, assist with class logistics, and help gather and implement feedback to improve experiences.
 - **Studio & Facility Oversight:**
Maintain clean, organized, and well-stocked studio environments. Track inventory and report supply or equipment needs.
 - **Administrative Duties:**
Manage registration, attendance tracking, and Education email communications. Support scheduling and data tracking through internal platforms.
 - **Event & Exhibition Assistance:**
Help coordinate and provide support for open studios, events, and educational exhibition programs.
 - **Other Duties:**
Collaborate across departments to support the Museum's mission and the success of educational initiatives.
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Job Qualifications/Requirements:

- B.A. in Art History, Museum Studies, Art Education, or related field
- 2–4 years of experience in arts, cultural, or educational settings
- Curriculum development and teaching experience preferred
- Strong interpersonal, communication, and public speaking skills
- Detail-oriented with excellent time management and organizational abilities
- Proficient in Microsoft Office; experience with data and scheduling platforms
- Committed to working effectively with diverse communities
- Knowledge of art education and museum learning practices

Employee Print Name _____

Employee Signature _____ **Date** _____