

Job Description

Title: Learning & Engagement Programs Coordinator

Division: Learning & Engagement

Position Reports to: Learning & Engagement Programs Manager

Date Revised: April 2026

I. General Summary

The Learning & Engagement Coordinator is a full-time, year-round position that supports the planning, coordination, and delivery of educational and community-focused programs at Plains Art Museum and the Katherine Kilbourne Burgum Center for Creativity. This role works collaboratively across departments to help ensure high-quality, accessible, and mission-aligned learning experiences for students, families, educators, artists, and community partners.

The coordinator supports program logistics, participant communication, studio readiness, outreach initiatives, and event execution while serving as a public-facing representative of the museum. This position requires flexibility, including some evening and weekend hours, to support programs and events.

II. Job Duties/Responsibilities

Program Coordination & Implementation

- Support the planning, scheduling, and execution of classes, tours, workshops, camps, and community programs.
- Prepare materials, organize supplies, and assist with studio and gallery set-up and breakdown.
- Assist with program facilitation and teaching as needed.
- Help evaluate programs and gather participant feedback to support continuous improvement.

Community Engagement & Relationship Support

- Assist in building and maintaining relationships with community partners, educators, organizations, and participants.
- Represent the museum at outreach events, programs, and community activities.
- Support inclusive engagement strategies that expand access to museum programs and resources.

Participant, Instructor & Volunteer Support

- Serve as a point of contact for program participants, instructors, volunteers, and educators.
- Support onboarding, training, and day-of coordination for volunteers and teaching artists.
- Assist with communication, troubleshooting, and on-site program support.

Studio & Facility Support

- Maintain clean, organized, and safe studio environments.
- Track supplies and inventory needs and report equipment or maintenance issues.
- Assist with preparing spaces for public programs, classes, and events.

Administrative & Operational Support

- Assist with registration management, attendance tracking, data entry, and email communications.
- Maintain accurate records related to programs, partnerships, volunteers, and participation metrics.
- Support reporting and documentation for program outcomes and internal tracking.

Communications & Marketing Support

- Collaborate with marketing staff to support promotion of programs and events through outreach materials and digital platforms.
- Assist with gathering content such as photos, participant feedback, and program highlights.

Cross-Department Collaboration

- Work collaboratively with Visitor Experience, Curatorial, Events, and Operations teams to support museum-wide initiatives.
- Provide event support for exhibitions, receptions, festivals, and special programs.

Other Duties

- Perform additional responsibilities as assigned to support departmental goals and the museum's mission.

III. Work Schedule

- Schedule varies based on program needs and event calendar.
 - Some early mornings, evenings, and weekends are required.
 - Split shifts may occur during high program activity periods.
 - Team-based scheduling is used to ensure program coverage and operational balance.
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JOB QUALIFICATIONS/REQUIREMENTS:

- Bachelor's degree in art education, museum studies, arts administration, community engagement, communications, or a related field preferred, or equivalent combination of education and relevant professional experience.
- 1–3 years of experience in education, community programming, nonprofit work, arts administration, or cultural institutions preferred. Relevant lived or professional experience may be considered in place of formal education. Strong interpersonal and communication skills with diverse audiences.
- Excellent organizational and time management abilities.
- Ability to work independently while contributing effectively to a collaborative team.
- Teaching, facilitation, or public engagement experience preferred.
- Comfortable working in public-facing environments.
- Familiarity with scheduling systems, registration platforms, and Microsoft Office tools preferred.
- Commitment to accessibility, inclusion, and community-centered learning.

Employee Print Name _____

Employee Signature _____ **Date** _____