

Title: Education and Public Programs Coordinator

Position type: Full-time

Union status: Union

FLSA status: Exempt

Salary: \$40,000 plus benefits

Mission of The Bronx Museum of the Arts:

The Bronx Museum of the Arts is a contemporary art museum that connects diverse audiences of the Bronx to the urban experience through its Permanent Collection, Exhibitions, and Education programs. Reflecting the borough's dynamic communities, the Museum is the crossroad where artists, local residents, national and international visitors meet.

Since its inception in 1971, the Bronx Museum has prioritized serving the culturally diverse communities in which it was founded. Always free and open to the public—so there are no barriers to access—the Museum's contemporary art programming expresses the borough's tremendous cultural and community wealth, striving to be an open, inclusive, and equitable place where all feel welcome.

The Bronx Museum is committed to diversity, equity, and inclusion as core values. As an institution, we:

- Appreciate and leverage our broad and distinct differences, and involve and reflect the communities we serve;
- Align our policies, practices, and resources that eliminate barriers so that people of all races, cultures, socioeconomic status, and perspectives have genuine opportunities to contribute and thrive; and
- Create an environment in which everyone feels valued and respected.

Position Description:

Reporting to the Education Programs Manager, the Education and Public Programs Coordinator will support the Education and Curatorial Departments with daily coordination of the group visits program, school partnerships, teen programs, family programs, AIM programs, and all exhibition related public programs. The Coordinator will assist the with tour registration and scheduling, program outreach, tracking program attendance, organizing professional development workshops, and will coordinate all public programs related to museum exhibitions. The Coordinator will also contribute to other Museum related tasks and programs as assigned.

Essential Job Functions:

- Coordinates the Group Visits Program;
 - Responds to group visits program inquiries and schedules tours;
 - Schedules educators for tours;
 - Processes tour payments;
 - Assists in tracking fee waivers and educator payments;
 - Leads tours if needed;
- Coordinates teen, school, and family programs;
- Assists educators during program sessions if needed;
- Assists in organizing family programs;
- Coordinates volunteers for family programs;
- Assists Education Programs Manager and educators during school program final events;
- Fields general education and public program inquiries and directs to appropriate staff;
- Tracks attendance for all education and public programs and records attendance details in master attendance;
- Maintains the education and public program calendar and updates the master calendar;
- Reserves spaces for all programs and confirms setup and security needs for public programs, tours and other education program during weekly operations meetings;
- Assists the Education Programs Manager in organizing exhibition walkthroughs and gathers information about current and upcoming exhibitions;
- Assists the Education Programs Manager in organizing professional development workshops;
- Gathers and organizes materials/snacks lists for all programs;
- Collects surveys and other evaluation materials;
- Stocks office supplies and maintains the cleanliness, organization, and inventory of the education classroom;
- Maintains the cleanliness and organization of the Museum's media lab;
- Distributes outreach materials and attends tabling events to promote the Museum's programs;
- Coordinates exhibition related public programs and acts as main point of contact for programs including day-of coordination; This includes, but is not limited to artist talks, panel discussions, thematic tours, hands-on workshops, community events, etc. They serve as the primary point of contact for administrative communications between the department and collaborators both inside and outside the Museum.

Additional Job Functions:

- Assists in processing timesheets and invoices;
- Assists with program documentation;
- Assists with website and social media content;

- Assists in creating Education folders and packets for Board of Trustees meetings.

Qualifications:

- Bachelor's degree in art education, fine arts, arts administration, museum studies, or equivalent experience preferred
- Strong computer skills in MS Word and Excel required. Proficiency with Adobe Creative Suite preferred
- Proficiency in Spanish strongly preferred
- Knowledge of NYC Department of Education systems and practices preferred
- Experience working with youth
- Commitment to working as part of a small team
- High energy, strong motivation and a hands-on work ethic
- Available for weeknight and weekend public programs when needed
- Comfortable with public speaking
- Possess a flexible and positive attitude, able to accept supervision and direction
- Excellent interpersonal, oral and written communication skills to deal with the public and with internal colleagues
- Ability to prioritize tasks and excellent time management skills
- Ability to multitask and problem solve
- Ability to communicate information clearly and concisely
- Values creativity, innovation, and risk-taking
- Patience and a sense of humor

The Bronx Museum of the Arts seeks talented people of all backgrounds—we value diversity of cultures, races and ethnicities, gender expressions, and abilities. Candidates who are POC, LGBTQ+, bilingual or multilingual, and people with disabilities are encouraged to apply.

Application Instructions:

No later than Friday, October 15, 2021:

Email a resume and cover letter to: humanresources@bronxmuseum.org and include "Education and Public Programs Coordinator" in the subject line.

Selected applications will be contacted. Due to the high volume of submissions we receive, we will not respond to phone calls or emails regarding the status of applications.

The Bronx Museum of the Arts is an equal opportunity employer.