

Position Title: Public Programs Coordinator

Status: Part-time Includes some evenings and weekends

Direct Supervisor: Deputy Director

Mission

The Bronx Museum of the Arts is a contemporary art museum that connects diverse audiences to the urban experience through its permanent collection, special 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 of the Arts has prioritized serving the underserved communities in which it was founded. Always free and open to the public—so there are no barriers to access—The Bronx Museums' programming expresses its tremendous cultural and community wealth, striving to be an open, inclusive, and equitable place where all feel welcome.

General Summary

The Bronx Museum of the Arts seeks a Public Programs Coordinator who will serve as the primary coordinator of education, curatorial, and community public program logistics, production and outreach. As part of the position, s/he will be responsible for the implementation administration and production of these events, being the on-site point-person during the majority of the events.

S/he will demonstrate a real sense of responsibility, accountability and urgency as well as superior interpersonal skills and excellent follow-through. S/he must have the ability to meet deadlines and be adept at coordinating multiple logistics. S/he will show initiative in self-organization and be a dynamic self-starter who can also be a team player. S/he will help lead Bronx Museum to the next stage in its development of integrated, collaborative arts programming.

Overall Responsibilities

- Assist in the development, coordination and implementation of Bronx Museum public programs, including all administrative and scheduling logistics and duties involved in the organization and production of each individual program.
- Coordinate and follow-through on public program logistics including but not limited to: timelines, budget tracking/expenses, invoices, contracts, artist agreements, documentation (photos/video) tech surveys / production /rental needs and payments for each program.
- Work closely with various museum departments and their staff to develop creative collaborative and integrated ideas for internal and external partnerships that can expand the Bronx Museum's reach.
- Supply public program information for funder reports, program summaries and evaluations
- Coordinate and implement Bronx Museum integrated public programs with other city-wide and national cultural organizations, artist collaborations and community venues.
- Schedule and coordination of all meetings, rehearsal dates and community-based program-specific space usage along with associated building requirements.
- Coordinate all program content for production and distribution for marketing and promotion of programs.

- Invite program-specific, artist-invested guests to engage during events: including but not limited to BxMA members, writers, academics, gallerists, journalists, professors, etc
- Assist in drafting and disseminating information for flyers, website, and social media regarding public programs.
- Participate in meetings as needed.

Required Skills/Qualifications

- Excellent project management and communication skills and ability to meet deadlines while maintaining high quality work and attention to details.
- Ability to self-prioritize tasks on a daily basis and follow through on department protocols.
- Highly motivated, detail-oriented, ability to work independently and coordinate multiple projects simultaneously.
- Exceptional communication, writing and editorial skills personable and diplomatic in working with diverse constituencies and inspiring participation from partners, media outlets, and community members. Fearless in reaching out to community members and local media.
- Excellent MS Office skills (e.g. Outlook, Excel, and Word), Google platforms
- Enthusiastic about team work. Ability to work well with staff, interns, and volunteers to promote the philosophy and goals of the Bronx Museum.
- Ability to work during select production weekends and for all evening arts events presented throughout the year.
- Strong knowledge of and passion for contemporary art and community-based arts practice, especially in The Bronx region.
- B.A. degree in arts-related and communication studies.

To Apply

Please email resume, cover letter to: humanresources@bronxmuseum.org and include "Public programs associate" in the subject line.

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

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