

## MUSEUM PROGRAMMING COORDINATOR

### JOB DESCRIPTION

**Classification Responsibilities:** A Museum Programming Coordinator is responsible for coordinating and overseeing Public Workshop Programs and related educational programs for the Arizona Museum for Youth. Employee may be assigned to one of two specialty areas. The class performs related duties as required.

**Main Gallery Assignment:** A Museum Programming Coordinator assigned to the main gallery is responsible for developing appropriate program topics to support the museum's tri-annual exhibitions, scheduling dates, obtaining artists and/or instructors, and coordinating registration and fee collection. The employee assists instructors as needed, prepares, and monitors individual workshop and overall workshop program budgets, evaluates and documents workshops, and develops special, and outreach programs. Other duties include: serving as spokesperson as related to the artists, educators and other people involved in workshops; organizing, recruiting for, and supervising the workshop volunteer program; participating with the Museum Design Team at exhibition design meetings; and assisting with exhibition fabrication and installation as needed.

**Pre-School Assignment:** A Museum Programming Coordinator assigned to the pre-school gallery is responsible for developing appropriate program topics to support the museum's permanent ArtVille exhibit, scheduling dates, obtaining artists, experts, presenters, and/or performers and coordinating registration and fee collection. The employee assists instructors as needed, prepares, and monitors individual workshop/presentation and overall workshop program budgets, evaluates and documents workshops, and develops special, and outreach programs. Other duties include: serving as public relations spokesperson as related to the artists and other people involved in workshops; organizing, recruiting for, and supervising the workshop volunteer program.

**Distinguishing Features:** Because of the variety and nature of the duties performed by the Museum Programming Coordinator, the employee may work flexible hours, and must be available for weekend and evening work. Supervision is received from a Youth Museum Specialist, who review work through conferences and results achieved. This class is FLSA exempt-professional.

### QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to graduation from an accredited college or university with an art related or early education major. Good (1 - 3 years) experience in art or early childhood programming, workshop coordination or a related field.

**Special Requirements.** None.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** Experience with art education and working with children is highly desirable. Supervisory experience, personal computer experience, and bilingual (English/ Spanish) skills are desirable.

## **ESSENTIAL FUNCTIONS**

**Communication:** Communicates with artists, instructors, experts, presenters, and/or performers to determine availability, topic, date and time for workshops or programs, lesson plans, and tentative supply lists. Answers inquiries from the public regarding workshops. Develops written workshop description text. Documents workshops (writes descriptions, photographs activities in progress, prepares displays of workshop artwork). Develops post tour educational materials. Serves as contact and spokesperson for the artists and other people involved in workshops. Teaches classes/workshops as needed. Writes and prepares grants in order to fund special or extended workshops.

**Manual/Physical:** Collects workshop fees, records receipts of monies, makes necessary adjustments, and mails confirmation letters. Assists workshop instructors in setting up for workshops, checking in participants, and cleaning up after activities.

**Mental:** Develops appropriate program topics to support the museum's exhibitions. Schedules workshop dates. Coordinates the registration of children, groups, and families for workshops. Monitors workshop attendance and finances. Prepares and monitors individual workshop and overall Public Program Workshop budgets. Evaluates workshops for effectiveness and consideration for repeating at a future date. Develops special workshop and outreach programs to promote and stimulate learning and interest in the museum. Oversees part-time staff assisting with registration. Organizes and coordinates special events and receptions as needed. Organizes, recruits for, and supervises the related workshop volunteer program.

## **Knowledge/Skill/Abilities:**

Knowledge of:

the philosophy and objectives of art education and/or early childhood development, and the skills, purposes, uses, and benefits of various specialized programs;  
the techniques of planning, organization, motivation, and promotion of art related activities;  
art activities for children as they relate to age appropriateness, skill level, and safety considerations;  
art medias, tools, supplies, materials, and related safety considerations; and  
terminology related to art.

Skill in using paint mixers, hand tools, cutting tools, and art supplies.

Ability to:

recruit, hire, and supervise artists, instructors, speakers, performers, and volunteers;  
meet and work tactfully with the public;  
effectively handle public inquiries or complaints with tact;  
maintain accurate records (financial, attendance, etc.) and write reports;

present ideas and recommendations clearly and concisely, both orally and in writing;  
maintain effective relationships with children, parents, caregivers, artists, instructors, the art community, associates, early childhood specialists, educators, and the public;  
adhere to program standards and objectives;  
stimulate and maintain interest in art and learning activities; and  
organize and coordinate activities in a timely manner.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 9/23

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EEO-Prof

JOB FCTN-ART

INCREMENTS 66-200

PAY RANGE: 45

IND-9101

SWORN-No