

Job Title: Education Programs Coordinator

Compensation: \$23/hour

Schedule: Full-time, 40 hrs/week

Compensation and Flex Time: Comp and flex time available

### Position Summary:

The Education Programs Coordinator will support all aspects of youth programming, focusing on increasing youth participation in on-site and off-site activities. This position involves coordinating, running, and facilitating Museo's cultural workshops, events, and fairs. The Coordinator will assist the Program Manager in planning and executing various programs and ensuring the success of educational initiatives.

### Duties & Responsibilities:

#### Program Coordination & Support:

- Assist with administration, planning, and implementing cultural workshops, tours, leadership labs, and summer arts programs.
- Facilitate workshops and tours on-site and off-site as needed.
- Manage the Bookly scheduling system on Museo's website and assist with client communication.
- Administer evaluations for all activities and track attendance for the Program Manager.
- Maintain inventory of art supplies and workshop materials.
- Support the Program Manager in meeting revenue goals and tracking programming outcomes.

#### Fairs & Events Coordination:

- Help plan and coordinate Museo's participation in county fairs and arts events.
- Work with the Program Manager to fulfill registration needs, including insurance, booth fees, and materials.
- Coordinate with contractors and volunteers for event scheduling and staffing.
- Assist in-person at events.

#### Workshops & Tours Administration:

- Coordinate with clients, send evaluations, and track responses.
- Manage invoices and follow up on payments.
- Organize the calendar for scheduled workshops, festivals, and events.
- Facilitate educational tours and workshops as necessary.
- Maintain Museo's supply area, ensuring it is organized and stocked.

### Reporting & Evaluations:

- Provide reports to the Program Manager on educational activities.
- Maintain accurate inventory reports and provide monthly supply lists.
- Administer evaluations for all activities and track results.
- Assist with quarterly education reports and collaborate with the Grants department as needed.

### Qualifications:

#### Education & Experience:

- High school diploma/GED required; undergraduate or graduate student, or recent graduate in education, museum studies, or related field preferred.
- Proven experience in program coordination, event logistics, and educational activities.
- Strong organizational skills, including experience managing schedules, inventory, and documentation.

#### Key Skills:

- Strong communication skills with the ability to coordinate with clients, contractors, and team members.
- Experience in event planning and coordination, including booth registration, volunteer coordination, and community engagement.
- Proficiency in administrative tasks, such as managing invoices, tracking payments, and compiling reports.
- Attention to detail and experience in curriculum development

#### Work Environment / Physical Requirements:

- Office and On-Site Work:
  - Ability to work both in an office setting and at various off-site locations, including schools, fairs, and community events.
- Physical Stamina:
  - Capable of standing for long periods and participating in hands-on activities during workshops, tours, and events.
- Lifting and Carrying:
  - Ability to lift and transport materials, supplies, and equipment for workshops and events (up to 30 lbs).
- Flexible Schedule:
  - Willingness to work evenings and weekends, especially for off-site events and activities.

- Adaptability:
  - Ability to work in various settings, from outdoor festivals to indoor classrooms and workshops.

To Apply:

Please email a one-page letter of interest, resume, and contact information to [programs@museo.org](mailto:programs@museo.org).

Applications are open until March 31st. Interviews will be conducted the first and second weeks of April. The selected candidate will start by May 1st, 2025.