

ANCHORAGE MUSEUM ASSOCIATION

Title: Public Programs Coordinator

FLSA Status: Non-Exempt

Reports To: Director of Education & Public Programs Approved By: Museum Director

Effective Date: May 2010

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SUMMARY POSITION STATEMENT

Under the general direction of the Director of Education & Public Programs the Public Programs Coordinator is responsible to spearhead, develop and coordinate youth and family driven programs at the Museum utilizing the Museum's resources, collections, and exhibitions to engage diverse audiences and ages. This position works closely with the Leadership Team when necessary to ensure goals align with the departmental and organizations' mission.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Adapt and/or modify existing public programming in the areas of art, history, and science to meet the needs of the Museum's education mission.
- Work collaboratively with the Director of Education and Public Programs and various internal departments to ensure a successful rich programming slate throughout the year.
- Collaborate and network with a variety of community organizations, public/private schools and universities to provide rich and unique programming.
- Manage related program budgets, existing and/or new funding sources and reporting in collaboration with the Director of Education and Public Programs, Finance and the Advancement Director.
- Work closely with the Communications Specialist to market on and offsite family public programs offered by the Museum, as well as staffing events with volunteers.
- Outline program area goals and implement attainable timelines with an interdisciplinary focus in collaboration with the Director of Education and Public Programs.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Act as the Education Department's and Museum liaison to various internal and external partnership building.
- Research current trends in the area of public programs providing necessary data, articles, or trainings to the team when necessary.
- Facilitate, coordinate, or participate in a variety of on and offsite community public programs in collaboration with the Education Team.

- Participate, when appropriate, in community outreach public events sharing the Museum's rich resources and opportunities.
- Work collaboratively with the Education Department team and other internal departments as necessary.
- Perform other related duties as required

KNOWLEDGE/SKILLS/ABILITIES:

Knowledge of:

- Must have excellent written and oral communication skills with ability to develop and deliver dynamic, engaging public presentations to diverse audiences of all ages in a positive, rewarding manner.
- Must be a professional, responsible, reliable motivated team player with strong interpersonal and organizational skills.

Ability to:

- Ability to effectively serve as a part of a team, communicating back to peers.
- Must be available for occasional weekend and evening work when necessary.
- Work under pressure in a fast-paced environment, prioritize multiple competing tasks and demands; seek supervisory assistance as appropriate

QUALIFICATIONS:

- Bachelor's Degree in related field or equivalent experience in developing youth and/or community public programming.
- Minimum of 3 years of experience managing projects with discreet timelines and budgets.
- Experience developing cultural and/or science-related youth and family public programs (portfolio pieces helpful).
- Proficiency in current technology and office administration operations.
- Excellent written and verbal skills.

EMPLOYEE EXPECTATIONS:

As an AMA employee, the incumbent is expected to model the following traits:

- Foster and maintain open communication and collaboration and actively engage in the exchange of ideas and maintaining constructive relationships.
- Initiative and creativity in all aspects of the position
- Lead by example by maintaining a high standard of professional ethics and conduct at all times.
- Treat everyone with dignity and respect at all times.

- Support and uphold the policies, procedures of the AMA as directed by the Museum Director and Board of Directors.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required.

PHYSICAL DEMANDS

The physical demands of this position are not typical of a usual office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel; reach with hands and arms; talk or hear. The employee is regularly required to stand; walk; and regularly required to stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment can range from moderate to noisy.