

# THE BRONX MUSEUM

## FULL JOB DESCRIPTION

<b>Position Title:</b>	Community Programs Coordinator
<b>Type:</b>	Full Time, includes weekends
<b>FLSA Status:</b>	Exempt
<b>Compensation:</b>	\$48,000-\$53,000 Per Annum
<b>Benefits:</b>	Paid vacation, sick, holiday, and personal leave. Eligible after 3-months of work for vision, dental, and medical insurance, as well as a 401(k) savings plan. Eligible for a pension plan after 1-year of service.
<b>Reports to:</b>	Associate Director of Education and Public Engagement

### **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

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## Position Description

Reporting to the Associate Director of Education and Public Engagement, the Community Programs Coordinator will coordinate ongoing community programs that encourage deeper engagement with the Museum and will assist in the development, implementation, and tracking of creative outreach strategies to encourage deeper participation in Bronx Museum community, exhibition-related, and education programs among existing visitors, stakeholders, and target audiences. The Coordinator will liaise with volunteer community stakeholders on program and outreach efforts. The Coordinator will also contribute to other Museum related tasks and programs as assigned by the Associate Director of Education and Public Engagement.

## Responsibilities

- Coordinates ongoing community programs that encourage deeper engagement with the Museum;
  - Reserves spaces for all community programs and confirms setup and security needs for community programs during weekly operations meetings;
  - Acts as main point of contact for community programs including day-of coordination;
  - Tracks attendance for all community programs and records attendance details in master attendance;
  - Maintains the community programs calendar and updates the master calendar;
- Assists in developing, implementing, and tracking creative outreach strategies to encourage deeper participation in Bronx Museum community, exhibition-related, and education programs among existing visitors, stakeholders, and target audiences;
  - Distributes outreach materials and attends local events to promote the Museum's programs;
  - Implements and collects surveys and other evaluation materials;
  - Nurtures and maintains community contacts;
  - Interfaces with the public during Museum programs;
- Coordinates the activities of volunteer community stakeholders;
- Assists in processing timesheets and invoices;
- Assists with program documentation;
- Assists with website and social media content (when needed)

## Desired Skills/Qualifications

- Excellent communication skills, verbal and written; comfortable with public speaking; personable and diplomatic
- Demonstrated experience working with youth, adults, and seniors
- Proficient in Microsoft Office, Google Suite, and Adobe Suite

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- Spanish language skills are preferred
- Ability to prioritize tasks, problem solve, and possess excellent time management skills
- High energy, strong motivation and a hands-on work ethic.
- Commitment to working as part of a small team
- Possess a flexible and positive attitude, able to accept supervision and direction
- Available for weeknight and weekend public programs, when needed
- Values creativity, innovation, collaboration, and risk-taking
- Patience and a sense of humor

## Cultural Commitment

- Supports the Museum's vision and goals both externally and internally
- Commits to fostering, cultivating, and preserving a culture of diversity, equity and inclusion, while incorporating respectful communication, teamwork, and employee participation

## Education and Experience

- Bachelor's degree in Art Education, Fine Arts, Arts Administration, Museum Studies, or equivalent experience preferred
- 1 to 2 years of public programming and community engagement experience
- Knowledge and demonstrated experience working in museums and public programming, and working with contemporary art and artists
- Track record in working with diverse constituencies and inspiring participation from partners and community members

## To Apply

The application deadline is **September 30, 2023**.

Please email a resume and cover letter to [humanresources@bronxmuseum.org](mailto:humanresources@bronxmuseum.org) and include "**Community Programs Coordinator**" 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 regarding the status of applications.

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