



## Midland Center for the Arts Position Description/Position Available

**Position Title:** School & Public Programs Coordinator

**Group/Department:** Program/Museum

**Supervisor:** Director of Education

**Classification:** Full Time Non-Exempt

**General Purpose of Position:** Under the supervision of the Education Director, the incumbent will be responsible for the implementation of art, science, and history public (youth, adult, family) and school programs as well as the management of the Center Educators and seasonal summer positions. Responsibilities also include collaborating with the Studio School Manager/ Assistant Curator, the STEM & Outreach Coordinator, Museum Tours Coordinator and other departments including marketing, hospitality, and guest services for the planning and implementation of programming.

### **Principal Duties and Responsibilities:**

The duties of this position include, but are not limited to:

#### **1. Managerial Duties**

- a. Responsible for managing a team of educators as they lead school and public programs:
  - In collaboration with the Education Director, lead recruitment and hiring of part time Center Educators and seasonal summer employees
  - Creating and updating Center Educator and summer position staff schedules and time cards.
  - Scheduling and leading regular trainings and meetings with educators to ensure that they are up-to-date with current programs, activities, tours, and interpretive/facilitator strategies.
  - Oversee Center Educators during tours and programs.
  - Maintains knowledge and ability to serve as a Center Educator for programs/tours at both museums.

#### **2. School Programs**

- a. Maintain a comprehensive listing and knowledge of tours and school program activities for the Center and applicable performances to be able to:

- Promote and sell all activities to identified target tour audiences
- b. Work with the Museum Tour Coordinator to plan tour schedules, assign educators to tour shifts and prepare tour programs for educators
- c. In collaboration with the Studio School Manager and Museum Tour Coordinator, implement the Project Art Museum program.
- d. Work with the Education Director to foster and maintain positive relationships with regional school personnel, teachers and service groups.

### **3. Public Programs**

- a. Serve as the primary coordinator of youth classes and public programs in the areas of art, science and history.
- b. Maintain a comprehensive listing of public program activities for the Center in order to promote and sell activities, serve as a point of contact internally and externally for the program.
- c. Work collaboratively with the Director of Education on the creation, planning and implementation of camps and special programs throughout the year including summer camps as necessary.
- d. Tracking or collecting attendance numbers when needed during public programs.
- e. In conjunction with the Education Director, help carry out the annual operating plan to reach revenue and people served objectives for educational offerings.
- f. Work with the Education Director to foster and maintain positive relationships with community organizations and host events to further develop relationships.

### **4. Logistics and Implementation**

- a. Gather or purchase supplies needed to implement school and public programs in-line with budgetary restrictions.
- b. Communicating program needs, implementation plan and sharing curriculum with Center Educators and related departments (including marketing, hospitality, and guest services) as necessary.
- c. Acting as point person during public programs and scheduled events.
- d. Performing administrative tasks when implementing public programs including adding them to calendars, submitting work orders and forms, reserving spaces, and adding to the Center Educator schedule.
- e. Work with the Director of Education when developing educational materials including instructional text, signage, activity guides and other publications.

## **REQUIRED QUALIFICATIONS:**

### **Qualifications:**

- Must have the ability to interact with diverse audiences and age groups to help facilitate activities and programs
- Must be a professional, responsible, reliable, motivated team player with strong interpersonal and organizational skills

- Must have knowledge of informal and interpretation learning techniques, with the ability to plan, build, prototype, audience test, refine and pilot programs and activities
- Ability to effectively serve as part of an Education team communicating back to supervisor in a clear and proactive way
- Must be able to work some weekends and evening events
- Work under pressure in a fast-paced environment, able to prioritize multiple tasks and demands and seek supervisory assistance as appropriate or needed to ensure safety
- The position will require frequent walking, bending, standing and moderate lifting.

**Education and Experience Requirements:**

- Bachelor's Degree in education, art, science, or history; or 2 years equivalent experience
- One to two years' experience in a management role required
- One to two years' experience implementing programs, teaching, and evaluation preferred

**Application:**

Email Cover Letter and Resumé to:  
siegmond@midlandcenter.org

Or Mail to:

Tina Siegmund  
HR, Payroll & Benefits Manager  
Midland Center for the Arts  
1801 W. St. Andrews  
Midland, MI 48640

Deadline: Open until Filled