

## **MUSEUM PROGRAMS & HHA COORDINATOR**

### **Job Description**

#### **Job Summary**

The Museum Programs and Holter Healing Arts Coordinator is responsible for coordinating and administrating a robust adult and community arts education program, including Holter Healing Arts. This is an excellent position for a candidate who is passionate about the arts, works exceptionally well with team members, has experience teaching art and other lifelong learning activities, and loves working with the public and community, including vulnerable community members. This is a high-visibility position in the community. This position reports directly to the Executive Director and functions as an important role in the education department.

#### **Museum and HHA Programs Coordinator Job Responsibilities**

- Research, plan, develop, and implement adult and community art classes and workshops, including Holter Healing Arts programs.
- Serve as primary liaison for museum programs and outreach programs to hospitals, clinics, social service organizations, etc...
- Oversee class registration, class fees and teacher payments, supervise instructors and artists, mitigate curriculum/student problems.
- Recruit, hire, train, and coordinate teaching artists for all adult and HHA programs
- Coordinate Figure Drawing program on Wednesday evenings.
- Develop and implement class and teaching artist evaluation process
- In collaboration with the Communications Manager, plan, design, produce, and market class/program schedules, announcements, and related publicity and graphic materials.
- Assist in formulating and adhering to museum program budgets
- Maintain attendance records related to educational activities both on and off-site
- In collaboration with Communications Manager, write press releases, public service announcements, and publicity materials related to this program.
- Maintain website and online materials as related to the museum and HHA programs.
- Work with Executive Director, Curator, and Collections Manager in the planning of integrative educational programming relating the museum's exhibition program and collections program
- Coordinate existing and future partnership relationships with outside organizations
- Act as liaison with outreach programs to hospitals, clinics, social service organizations, etc...
- Teach some classes/workshops or Assist teaching artists with classes/workshops when necessary
- Assist other museum departments with internal events – i.e. lecture series, exhibition events and receptions, collection tours, etc..
- Assist with set-up, clean up for in classroom workshops and Courage to Create program
- Order materials and supplies for museum and HHA programs
- Coordinate volunteers for programs when needed
- Provide accurate reports and track data for all grants supporting HHA programs
- Collaborate with museum staff when needed for exhibitions, classes, and events
- Provide excellent customer support to patrons, patients, and participants in HHA programs
- Occasionally teach, substitute and provide support to teaching artists within HHA programs
- Assist with recruiting participants for HHA programs

### **General Job Responsibilities**

- Collaborate with co-workers through email, phone, text, and in person.
- Maintain a high level of energy and enthusiasm regardless of the situation.
- Always model acceptable behavior through a professional demeanor.
- Other duties as assigned.

### **Job Skills & Qualifications**

- Strong Microsoft Office skills and experience
- Experience with spreadsheets and data with a strong attention to details
- Must understand the discretion and confidentiality required when working with vulnerable peoples and patients within clinical settings
- Strong writing skills and the ability to articulate information verbally and into written form to a variety of audiences
- Strong interpersonal skills; friendly, able to make quick decisions, and engage participants and members of the museum in a professional manner
- Ability to work in a fast-paced environment with multiple interruptions throughout the day
- Excellent organizational, administrative, and project coordination skills
- Experience teaching adults, veterans, patients, and vulnerable people;

### **Preferred Skills**

- An individual with a passion for the museum's mission and for connecting the public with art
- A collaborative team player with the ability to work with a diverse group of staff members and volunteers
- An astute, sensitive, and tactful listener; comfortable receiving input from many sources; someone who is willing to accept guidance
- A hands-on individual with a sense of curiosity, strong work ethic, high energy level, and an enthusiastic and passionate approach to our work
- Ability to change priorities and tasks based on last minute changes and needs that develop quickly
- Ability to work independently and problem solve, but also know when to ask for assistance when needed

### **Education and Experience**

Bachelor's degree required; Teaching License strongly preferred;

1-5 years of experience using a variety of different art media

1-3 years of logistics, administration and coordination experience

Safe Serve training to be provided at the Museum

Background Check required

Other institutions and partners may require additional training and onboarding to work within their settings