



Education Program Coordinator

Education and Interpretation Division

Description

The BMA is seeking a detail-oriented **Education Program Coordinator** to assist in the project management, implementation, and evaluation of Education programs.

The successful candidate will demonstrate strong skills in administration and project management, communicate and collaborate successfully with colleagues, and have strong troubleshooting and problem-solving skills. The position will need to be available selected evenings and weekends for Education Department events.

RESPONSIBILITIES

- Provide support for the Manager of Public Programs.
- Prepare materials for Education programs.
- Communicate cross-departmentally on event planning and logistics with Facilities, Security, IT, Registrars, Marketing, and Conservation departments.
- Communicate to and coordinate with external stakeholders, including visiting artists, scholars, performers, Gertrude's, and program presenters.
- Coordinate logistics for multiple-visit school programs.
- Coordinate the work of house managers and volunteers for Education events.
- Administer vendor contracts and W9s.
- Develop and administer event floor plans, work schedules, and other resources.
- Attend and facilitate selected Education Department programs.
- Manage the Education Department programs calendar.

This full-time position reports to the Manager of Public Programs.

QUALIFICATIONS

- 2-3 years of experience administering and implementing public and community programs for a range of audiences
- B.A. or equivalent in visual art, art history, art education, or a related field or professional experience equivalent
- Demonstrated project management skills
- Excellent written and verbal communication skills
- Excellent physical and digital organization and time management skills
- Creative thinker and problem solver
- Strong diplomacy skills
- Customer service experience welcome, but not required

BENEFITS

The BMA is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. We are committed to building a culturally diverse staff and strongly encourage all qualified professionals to apply.

We offer a competitive salary and a generous benefits package. For this exempt position we offer medical, dental, vision, prescription, 403b retirement plan, long term disability, flexible spending account, flexible and condensed scheduling, museum and restaurant discounts, and reduced fee gym membership. We also offer accrued vacation, holidays, personal days, floating holidays, and sick days.

Apply:

Please send cover letter, resume, and salary requirements via email to HR@artbma.org with **“Education Program Coordinator” Last Name and First Name** in the subject line.

Incomplete application materials will not be accepted.

No phone calls please.

Position will be posted until filled.