

Coordinator of Museum Experiences



Position Summary: Coordinator of Museum Experiences, is responsible for the strategy and execution of all aspects of the Evansville African American Museum's programming and educational components. Primary responsibilities include the research, development, planning, implementation and evaluation of all public programs at EAAM. Programs and educational activities should be forward-thinking and mission-aligned. The aim of the coordinator's deliverables should be visitor engagement, membership, and an affinity to the organization. Some of their work may also complement and supplement the exhibition program. This position is also responsible for the implementation and management of a robust event rental program.

EAAM is poised for an amazing future. This past year will mark the museum's 10th anniversary. We are looking for someone who has a skillset in bridging programs and education that show continuum in time, but also shows innovation for a brighter tomorrow.

This **full-time position** will be key in developing an entirely new set of programs designed to enlighten, entertain and educate. This is an amazing opportunity for an extremely creative individual who has a demonstrated track record in creating successful and innovative programs.

Program/Educational-Specific Responsibilities

- In collaboration with EAAM's administrative team, develop, plan, implement and evaluate all programming (on-site and off-site), including but not limited to gallery talks, lectures, symposia, special activities, special events, performances, film screenings, music concerts as well as activities for general audiences, families and children. All programs will be mission driven, fiscally sound and audience responsive.
- Responsible for the curriculum plan for school aged visitors K-12.
- Meet or exceed annual program revenue expectations, while keeping the expenses at or below budget.
- Supervise and evaluate all museum-based programs, including school tours for students.
- Work with other nearby field-trip destinations to coordinate school tours.
- Will work with the Coordinator of Guest Services, recruit, train, supervise and evaluate volunteers that will support the programs.
- Work closely with the Marketing/PR/Communications Coordinator to promote EAAM's programs for all constituencies both internally and externally. Prepare programming content that describes and/or markets programs to audiences, educators, and special constituencies.

- Provides Office Manager and the marketing team with program descriptions and a calendar of events for the website and other publications.
- Develop an audio guide program. Write scripts, identify and secure voice talent and organize recording of EAAM's oral history project.
- Cultivate productive educational, performing arts and other cultural and civic partnerships, leveraging shared resources, cross promotion and creative programming.
- Review, advise and/or originate contributions to EAAM's newsletter.

Event-Specific Responsibilities

- Oversee all internal and external EAAM events, and manage all rental and private uses of the museum's property.
- Maintain the facility master calendar, providing complete information on all events.
- Create a building usage contract, including specific rules and regulations for those individuals and organizations wishing to rent the EAAM's property. Enforce these policies.
- Supervise the work of any caterers using EAAM's facilities.
- Oversee records of billing and collection for rental events.
- Maintain inventory of event equipment and supplies, including but not limited to chairs, tables, bar stands, linens, paper and plastic goods, audio/video equipment.
- Purchase and maintain inventory of beverages to be served at events, including liquor (upon the approval of a liquor license).
- Keep EAAM's liquor licenses current, keep abreast of and enforce alcohol related laws.
- Develop a rental marketing plan, including marketing materials and strategies.
- Meet or exceed rental income budget annually.
- Oversee the hiring of additional event workers as necessary.
- Coordinate all event set-up and take-down for all events.
- Develop a pool of volunteers who support events, such as equipment crew, beverage/food servers, clean-up crew, etc.

Other Responsibilities

- Set priorities and goals for direct reports in alignment with EAAM's goals, values and strategies, and directs the activities of these employees.
- Write materials and articles for the website, internal and external publications.
- Participate in the preparation and monitoring of budgets.
- Work with other museum staff to develop and market EAAM's exhibits, events and programs.
- Liaise with other museums, non-profit professionals, outside agencies, volunteer groups, the community and industry.
- Write grant applications relevant to programs including the support of necessary reporting and accounting requirements.
- Serve as primary liaison with schools, colleges and teachers to promote educational activities of EAAM.
- Establish a network of useful and productive partnerships.

- Collate and analyze feedback on EAAM's program and event activities; make substantive adjustments to the programs.
- Deal with inquiries from visitors, members and stakeholders.
- Serve as staff liaison on related board committees.
- Other duties as assigned.

Requirements/Minimum Qualifications

- A four-year college degree (related courses: African American History, United States History, Education, Event Planning, Community Organizer/Urban Planning).
- Minimum of 2- 3 years of related experience.
- A commitment to the mission of The Evansville African American Museum.
- Must have the ability to work weekends and evenings as requested and required.
- Must have a valid driver's license as well as reliable transportation.
- Must be able to lift/move/maneuver; capacity to lift at least twenty pounds.

Knowledge, Skills and Abilities

- Is experienced in creating programs, from conception to delivery.
- Demonstrated familiarity with professional standards.
- Has knowledge of office administration practices and procedures. Demonstrated acuity with Microsoft Office Programs.
- Able to demonstrate principles and practices of sound business communication.
- Possesses excellent verbal skills. Uses correct written English, including spelling, grammar and punctuation.
- Has keen attention to detail and a tolerance for working on multiple projects simultaneously.
- Can organize, set priorities, take initiative and exercise sound independent judgment within areas of responsibility.
- Is upbeat, positive, outgoing, personable and able to relate well with diverse populations and age groups. Acts as a representative for our donors, volunteers and the public at large.
- Has a demonstrated commitment to the completion of projects on a timely schedule.

To apply:

Please mail or email your CV, resume and a listing for three references to the following addresses.

**Postal: Evansville African American Museum
579 S. Garvin Street
Attn: Dr. Ashley Jordan
Evansville, IN 47713**

Email: ajordan@evansvilleaamuseum.org

Please include in your subject heading: *Coordinator of Museum Experiences*

Deadline for Submissions: August 15, 2018