



Education Program Coordinator
Education and Interpretation Division

Description

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

The successful candidate will be a highly detail-oriented, resourceful, and motivated problem solver who can demonstrate strong skills in administration and project management, communicate and collaborate successfully with colleagues, and have a proven track record of troubleshooting and problem-solving in a fast-paced, dynamic environment with multiple simultaneous projects. The position will need to be available selected evenings and weekends for programs and events.

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

RESPONSIBILITIES

The position will:

- Provide support for the Manager of Public Programs.
- Communicate cross-departmentally on event and exhibition logistics with Facilities, Security, IT, Marketing and Digital Experience, Registration, and Conservation departments.
- Communicate and coordinate logistics with visiting artists, scholars, performers, and program presenters.
- 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 to ensure that programs meet milestones and desired outcomes.
- Attend and facilitate selected Education Department programs.
- Provide general project management for exhibition interpretation and public programs, particularly in maintaining accuracy of plans, communication, and deadlines in the BMA's exhibitions project management system.
- Provide scheduling support for the Director of Interpretation and the Manager of Public Programs.

QUALIFICATIONS

- 2-3 years of experience administering and implementing public and community programs for a range of audiences.

- BA or equivalent experience in visual art, art history, art education, or a related field
 - Demonstrated project management skills.
 - Excellent written and verbal communication skills.
 - Excellent organizational and time management skills.
 - Good research skills.
 - Customer service experience welcome, but not required.
 - Experience in or comfort with learning project management software quickly
 - Experience working in a museum setting a plus but not required.
-

BENEFITS

The BMA is an equal opportunity employer and a drug-free workplace. We offer a competitive salary and a generous benefits package. For this exempt position we offer medical, dental, vision, prescription, 403b deferred compensation retirement plan, long term disability, flexible spending account, flexible and condensed scheduling, museum shop, program and exhibition, and restaurant discounts, reduced fee gym membership and a continuing education discount. We also offer earned vacation, personal, holiday and sick time.

APPLY

Please send a cover letter and resume to HR@artbma.org with **“Education Program Coordinator”** and **your first and last name** in the subject line.

Incomplete application materials will not be considered.

No phone calls please.