



Job Description

Job Title: Programs Coordinator

The Mission of MIM: MIM enriches the world community by collecting, preserving and making accessible high-quality musical instruments, images and music from every country in the world. We celebrate our world's diverse musical cultures and foster global understanding by offering our guests an incomparable interactive experience, a welcome and fun environment, dynamic programming and exceptional musical performances. For more information visit our website at www.MIM.org

Summary: MIM seeks an energetic, enthusiastic individual with strong organizational and communication skills to join the education and public programs team as Programs Coordinator. This position will play a key role in the planning, implementation, and analysis of family friendly and intellectually engaging public programs. Public programs at MIM include Experience Cultural Programs, Musical Icon programs, and Celebrate programs, along with programs related to special exhibitions, milestone anniversaries, etc.

The Programs Coordinator will help build, cultivate, and maintain strong relationships with community-based cultural organizations and other globally focused institutions to foster partnerships that augment and enrich MIM's programming. The Coordinator must be a strategic thinker, capable of building external partnerships easily, and be an effective communicator with all internal departments involved to maximize the draw to the museum and strengthen MIM's global brand.

Primary Responsibilities:

- Drive museum attendance through programming; contribute to annual attendance goals
- Create and maintain a museum-wide shared calendar of public programs, ensuring diverse representation of musical genres, artists, and cultures
- Effectively produce high-quality program content while working within department budget
- Establish and sustain good working relationships with MIM partners, especially cultural organizations, arts organizations, youth organizations, artists, and consulates, among others
 - Research artists, presenters, community partners, and other applicable people and groups
 - Negotiate honorarium and terms of service with artists and presenters
 - Maintain open communication with artists regarding program activities, service agreements, marketing requests, admission policies, and other details
- Assist with content development for all programs in collaboration with Public Programs Manager, Curatorial, Education, and other interdepartmental staff as needed
- Implement and monitor activities during the program itself
 - Attend to artist, presenter, and vendor needs
 - Meet and instruct MIM volunteer team members and corporate volunteers
 - Provide excellent customer service and assist Guest Service team when needed
 - Assess issues and last-minute changes and respond as needed
- Collaborate with Volunteer Department in recruitment, training, communication, and management of event volunteers
- Support Public Programs Manager in evaluation and assessment of programs

- Engage in professional continuing education
 - Keep up to date on best practices in the field and gather knowledge and resources from other museums and nonprofit organizations, conferences, professional networking groups, etc.
 - Build and maintain a thorough knowledge of MIM's collection and gallery content, as well as MIM's education collection, to inform content-based programming
- Other duties to be performed as needed

Qualifications:

- Bachelor's degree in education, music education, music, or museum studies or equivalent area
- Master's degree strongly preferred
- Experience with museum programming / informal education preferred
- Experience working with and coordinating volunteers a plus
- Ability to work effectively and collaboratively with other teams at MIM
- Excellent organization, guest service skills, attention to detail, and ability to multi-task
- Highly motivated, enthusiastic, eager to take initiative, and able to think critically
- Highly organized, with excellent verbal and written communication skills
- A positive attitude that promotes teamwork and drives for results; ability to collaborate with staff and volunteers in a professional manner in a variety of tasks
- Ability to work in a fast-paced environment and quickly assess and respond to change
- Strong working knowledge of Microsoft Office and Window-based computer applications; ability to learn new software systems
- Capacity to represent the museum effectively to outside constituents when required

Additional Information:

Availability to work program weekends is required; schedule varies monthly based on the programs calendar and anticipated staffing demands.

To apply click on the link below:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=618e6cec-0201-4f4a-8957-17b53a2a008e&cclId=19000101_000001&jobId=257067&source=CC3&lang=en_US