

Job Description

Position Title: Education Outreach Coordinator – Full time

The Mission of MIM: The Musical Instrument Museum (MIM) enriches our world by collecting, preserving, and making accessible an astonishing variety of musical instruments and performance videos from every country in the world. MIM offers guests a welcoming and fun experience, incomparable interactive technology, dynamic programming, and exceptional musical performances. MIM fosters appreciation of the world's diverse cultures by showing how we innovate, adapt, and learn from each other to create music—the language of the soul.

Position Summary: MIM seeks an energetic and enthusiastic individual to join the Education Department as Education Outreach Coordinator. The Education Outreach Coordinator will be responsible for local, statewide, and national outreach to schools and districts with the goal of building participation in MIM's various K-12 educational programs. The coordinator will work heavily within MIM's booking and reservation system and must enjoy data tracking and analysis. While some programmatic work and activity/event support will be required periodically, this is largely an administrative role. The ideal candidate will have experience navigating the hierarchy of school and district administration, possess a friendly, patient, and clear communication style, and be able to think critically. They must be equipped to work individually and as part of a team, handling multiple projects with various deadlines and priorities.

Primary Responsibilities:

- Conduct outreach to Arizona schools/districts (private, public, etc.) to build and maintain relationships with various external stakeholders in support of on-site field trip participation
- Conduct outreach to nationwide schools/districts in support of participation in virtual programming
- Manage annual formal contract / letter of agreement process with partner school districts
- Manage relationships with partner schools and districts, providing regular updates and communication and learning district specifics including, but not limited to: transportation support needs, anticipated student volume, participation demographics, etc.
- Collaborate with internal field trip team to match school volume to available resources and institutional goals
- Work closely with Strategic Data Specialist to track and analyze grant funding needs and releases and with Finance Department for various reporting needs
- Utilize Salesforce/PatronManager CRM and Microsoft Excel software for ongoing data management, grant and department productivity tracking, and routine and custom reporting
- Work directly with the Education Director on departmental and program (existing and proposed) budgets, for internal and grant proposal/reporting submission purposes
- Other duties as assigned

Qualifications:

- Education/background that includes experience in sales, marketing, education, finance, or equivalent
- Strong database and Excel skills; solid working knowledge of Microsoft Office and Windows-based computer applications as well as Google docs and Survey Monkey
- Familiarity with basic statistics, sample sizes, data collection, and best practices in survey administration; experience with budget forecasting and trend analysis
- Comfort working in a fast-paced, busy environment
- Ability to learn new computer programs quickly
- Excellent written and oral communication skills with a guest-friendly approach to internal and external interactions
- Strong critical thinking skills
- Ability to manage multiple projects simultaneously and work quickly, efficiently, and accurately
- Ability to function and excel as part of a team, working collaboratively with various departments, team members, and external partners
- Love of world music and culture a plus!

Other:

- This is a full-time, salaried position working on-site at MIM

Qualified candidates should include cover letter and resume and apply by clicking on the link below:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=618e6cec-0201-4f4a-8957-17b53a2a008e&cclId=19000101_000001&jobId=417812&source=CC2&lang=en_US