Coordinator, Public Programs

The Museum of the City of New York fosters understanding of the distinctive nature of urban life in the world’s most influential metropolis. It engages visitors by celebrating, documenting, and interpreting the city’s past, present, and future.

The Public Programs Coordinator is an essential member of the Public Programs team that will be responsible for carrying out the day-to-day operations and administration of the Public Programs department. The Coordinator provides essential support working with other Museum departments and contributing to the planning and production of individual programs and ongoing series—including liaising with program speakers and performers, ensuring the highest quality of program experience for Museum visitors (both virtual and in-person), and working on marketing strategies for public programs. This is a full-time, regular position that reports directly to the Director of Public Programs.

Roles and Responsibilities:

- Oversee on-site coordination of in-person programs, as well as assist with virtual programming
- Creating project briefs and floorplans for facilities team for all public programs, including seating and auditorium arrangements
- Collaborate with events department to coordinate bar requests and staffing at select programming
- Coordinating set-up and breakdown of events as needed, working with the Facilities and Events departments
- Act as point person for logistical requests and tech needs for events, manage sound check, communicate with IT and A/V Consultants
- Collect and gather digital assets from talent and speakers for all public programs, including bios, headshots, and other media.
- Assist in creating performance agreements for all talent, vendors, and speakers for public programs and process invoices for payments
- Assist in maintaining departmental and program budgets by tracking and managing income and expenses
- Develop regular reports and analysis following events to research and provide insight on departmental finances and audience metrics using Microsoft Excel and the CRM software, Altru
- Work closely with the marketing and communications team to increase public program attendance by marketing programs through printed, electronic, and social media outlets
- Perform other duties as needed

A successful candidate will have:

- Four-year undergraduate degree or the equivalent combination of education/experience
- Minimum of two years’ experience in public programming, outreach/community engagement, or museum education with experience in events planning, development, and implementation of educational/public programs, preferably at a cultural institution
- Excellent organizational and project management skills, including problem-solving, multitasking, and the ability to work under pressure and meet deadlines;
- Ability to address the public and interact on a professional level with guest speakers, scholars, authors, dignitaries, and others
- A commitment to diversity, equity, and inclusion and a passion for advancing equity and addressing structural racism within nonprofit organizations
- The desire to work in a collaborative, supportive environment
• The adaptability to work flexibly, including taking the lead on certain projects, working independently on others, and asking for guidance and assistance
• Excellent written and verbal communication skills
• Proficient experience with Microsoft Office preferred and hands-on experience with databases (such as Altru) a plus

Physical Requirements & Work Environment

Must be able to remain in a stationary position 50% of the time and able to traverse through offices and museum gallery environments, including terraces at all times. Requires the ability to operate standard office equipment including computers and keyboards for extended periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers. The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading. Specific vision abilities required by the job include close vision, distance vision, color and peripheral vision, depth perception, and the ability to adjust focus. On occasion, the employee may be required to work outside events with weather conditions including heat and cold. Requires availability to work Monday through Friday with regular evening work 1-2 times per week, usually from Monday – Thursday, with occasional Friday evenings. Weekend work may be required.

BENEFITS

The salary for this position is $52,000. Excellent benefits package, including a defined benefit pension plan as well as a 401K savings plan.

HOW TO APPLY

Please email your resume and cover letter to the Museum of the City of New York Attention: Human Resources Department to jobs@mcny.org. To be considered, please include Coordinator, Public Programs within the subject line of your email.

The Museum of the City of New York is committed to fostering a collaborative and respectful work environment with a staff as diverse as New York City and the audiences who are curious about learning more about its history and engaging in contemporary urban issues. Our staff members are dedicated to working towards a common goal: creating the most dynamic and inspiring city museum in the world.

The Museum of the City of New York is an equal opportunity employer. As such, the museum provides equal employment opportunity for all employees and applicants without unlawful discrimination with respect to age, citizenship status, color, creed, disability, ethnicity, gender identification, marital status, military status or veteran, national origin, political association, political/personal convictions, predisposing genetic characteristics, race, religion, sex, sexual orientation, socio-economic status, geographic location, philosophies, or any other classification protected by federal, state or local laws, in all employment decisions, including but not limited to recruitment, hiring, training, compensation, promotion, demotion, transfer, lay-off, and termination, and all other terms and conditions of employment. All employment-related decisions are based solely on relevant criteria including training, experience, and suitability.