



COORDINATOR, MUSEUM PROGRAMS

DEFINITION

Under general direction, plans, organizes, coordinates, and oversees the day-to-day operations of the Euphrat Museum of Art and the Art in Schools Program; curates and designs exhibitions; develops and implements program policies and procedures; raises funds; hires, trains, and provides direction and guidance to program faculty, students, and volunteers; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory and managerial staff. Exercises technical and functional direction over and provides training to assigned staff.

CLASS CHARACTERISTICS

This is a coordinator class responsible for planning, organizing, coordinating, and overseeing the day-to-day operations of the Euphrat Museum of Art and the Art in Schools Program. The duties involved include the implementation of goals and objectives and oversight of performance, reporting, and accountability. Positions work on tasks that require the use of discretion and independent judgment in performing assigned work and ensuring the efficient and effective functioning of assigned operations. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver work products or services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

- Plans, organizes, and oversees the Euphrat Museum of Art and the Art in Schools Program.
- Participates in the planning, development, and implementation of goals, direction, and policies and procedures for the Euphrat Museum and the Art and Schools Program; ensures alignment with the mission and goals of the Euphrat Museum.
- Hires, provides direction, training, orientation, and guidance to the Euphrat Museum and the Art in Schools Program staff; plans, schedules, prioritizes, and assigns work; researches, explains and provides guidance on College policies and procedures; and reviews and controls quality of work.
- Designs high quality curriculum and courses for the Art in Schools Program.
- Develops museum tours, classes, and other activities; incorporates class content into museum exhibits; collaborates with staff, faculty, other museums, and cultural organizations.
- Researches and curates exhibitions on a variety of contemporary and historical subject matter.
- Functions as a liaison between the Museum and school administrators, school districts, commissions, city councils, and organizational and individual funders.
- Participates in the marketing for the Euphrat Museum and the Art in Schools Program, prepares promotional materials; gives tours and presentations to students at various grade levels; serves as spokesperson for the Museum.
- Assists in overseeing financial activities of the Museum including budgeting, grant writing, revenue generation, fee based programs, and fundraising.

- Performs a variety of program and/or department support such as reviewing a wide variety of student and program data, records, and information to ensure compliance with policies, procedures, and state and federal regulations.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Contemporary theory and practices in art museums and school programs.
- Drawing, painting, sculpture, photography, and other art forms from multiple cultures and time periods.
- Exhibition curation, design, and installation.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
- Safe and proper handling and storage of art, art materials, and tools.
- Fundraising strategies and practices.
- Principles, practices, methods, and techniques of marketing, outreach, and public relations and developing informational and promotional materials.
- Principles of budget development and expenditure tracking and control.
- Record keeping and filing systems and methods.
- Principles and practices of data collection and report preparation.
- Principles of providing functional direction and training to assigned staff and volunteers.
- Modern office practices, procedures, technology, and computer equipment and applications, including word processing, database, and spreadsheet applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation.

Ability to:

- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
- Assist in the development of policies, procedures, and work standards for assigned areas of responsibility.
- Plan, organize, and carry out assignments from management staff with minimal direction.
- Develop, implement, and coordinate assigned services in an independent and cooperative manner.
- Evaluate and recommend improvements in operations, procedures, policies, or methods.
- Lead tours, classes, workshops, and activities and present material to audience of various sizes, ages, and cultures.
- Interpret, apply, and explain applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
- Prepare clear and concise reports, correspondence, and other written materials.
- Maintain accurate databases, records, and files.
- Plan, organize, schedule, assign, train, and review the work of assigned staff.
- Perform arithmetic and financial computations accurately.
- Organize own work, set priorities, and meet critical time deadlines.

- Effectively use computer systems, software, and modern business equipment to perform a variety of work tasks.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in art education, art history, museum studies, or related field from an accredited college and two (2) years of related experience working in a museum, college, or university.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

Salary Grade: C1-52

FLSA: Non-Exempt

EEO Code: H-30

Board Approved: April 2021