

## **Levine Museum of the New South -- Program Coordinator (Full-time)**

Position: Full-time Program Coordinator

Reports to: Senior Vice President, Audience Engagement

### **Position Summary**

The Program Coordinator is a full-time position providing logistical and organizational support for year-round, intergenerational and multicultural programs , both on and off site; participates in organizing and implementing community events and festivals; and assists with evaluating these programs.

### **Responsibilities**

- Collaborates with Education staff in program design and works with colleagues throughout the Museum to plan the logistics and coordination of internal communications for each program;
- Maintains programming calendar, produces program materials, assesses audio-visual, equipment and set-up needs;
- Serves as liaison between the Museum and external program partners;
- Manages program day logistics;
- Facilitates programs and leads group tours;
- Tracks and reports program attendance and coordinates program evaluations;
- Represents the Museum at community events and festivals;
- Other duties as assigned

### **Minimum Qualifications**

- Bachelor's or Associate's degree in a humanities discipline
- Quick learner with a positive, energetic, can-do disposition
- Experience self-managing complex tasks with attention to detail and communication while under time pressure
- Clear verbal and writing skills. Comfort with and aptitude for working with a diversity of people from different cultural backgrounds and life experiences
- Flexible working hours
- Working knowledge of Microsoft Office and/or Google applications

### **Other highly desirable skills, experiences and knowledge to be considered**

- Bi- or multilingual, especially Spanish
- Experience working in a museum and/or museum studies coursework
- Experience in an informal education setting and/or coursework
- Public history coursework
- Experience with educational technology, databases and/or media production
- Experience with community organizing and/or service, or extensive connections to communities in Charlotte
- Experience gathering and synthesizing customer research data

### **To Apply**

Please send resume and letter of interest to Dan Spock: [dspock@museumofthenewsouth.org](mailto:dspock@museumofthenewsouth.org)

Please use "Program Coordinator Application" in the subject line of your email.

Applications accepted through December 15, 2017