**Title**: Namingha Institute Coordinator

**Department**: Public Programs

**Status:** Temporary, Project Specific

**Supervisor**: Public Programs Manager

**Position Description:** Works under the direction of the Public Programs Manager. Responsible for developing and managing the Namingha Institute Master Class Program held in June 2022.

**Responsibilities:**
• Coordinating, planning, and execution of the Namingha Institute Master Class Program.

• Collaborate and coordinate with the Namingha family and key community members.

• Solicit program participants.
• Customer service, bookkeeping, and an introduction to program finances and marketing.
• Becoming a member of the MNA community and participating in museum events.

**Key Relationships:**

• In addition to working with Public Programs Manger, will also work closely with the Director of Marketing.

• Works with the Namingha family for event coordination.
• Works with Visitor Experience staff for event coordination.

• Works with accounting staff on program funding.

**Education and Experience Requirements:**

• Possess a BA or BS.in arts administration, management, business, fine art project management, or related field

• Experience in organizing and managing special events and public programs.

• Experience supervising and motivating staff and volunteers

• Proficient in Microsoft Office (Word, Excel and Outlook)

**Abilities, Skills, and Knowledge:**

• Good organization skills, and attention to detail

• Ability to engage with the public

• Be dependable, responsible, flexible, and trustworthy

• Possess strong writing and communication skills

• Possess excellent interpersonal and communication skills

• Visual acuity and ability to work at a computer for extended periods of time.

**Working Conditions:**
• 10 hours per week, January 1, 2022, through April 30, 2022

• 15 hours per week, May 1, 2022, through May 31, 2022

• 20 hours per week, June 1, 2022, through June 30, 2022
• Weekends and extended hours are required during program dates.

• Must be able to endure extended hours of moderate labor

**Additional information:**
• Must successfully pass a standard background check and be fully vaccinated for COVID 19.