



**Title:** Public Programs Coordinator

**Department:** Public Engagement

**Status:** Exempt, Regular, Full-time

**Salary:** \$51,000

**Supervisor:** Marketing Specialist

**Position Description:** Responsible for delivering MNA's program of mission-driven, audience-focused public events.

**Responsibilities:**

- Deliver quality, compelling events that draw visitors to the museum, enhance their experience of MNA's mission, and help build support for the institution.
- Plan and oversee events with a focus on the visitors' experience.
- Collaborate with other MNA staff and departments on planning and presenting events.
- Manage public events budget.
- Hire and manage contractors, staff, and interns as necessary to deliver public events.
- Identify space needs and determine setup for museum events.
- Determine volunteer needs and tasks for events.
- Communicate schedule of museum events internally and externally.
- Manage event materials, including signage, tents, and audio/visual equipment.
- Maximize the impact of events through recording and posting online as appropriate.
- Evaluate public events and recommend adjustments to meet audience and museum needs.
- Acts as an enthusiastic advocate and personal representative for the Museum in the community by promoting its resources, programs, and services.
- Other duties as assigned

**Key Relationships:**

- Works under the direction of the Marketing Specialist
- Works closely with Education Manager and Membership Manager to ensure seamless public face to jointly held events
- Consults with Finance & HR to ensure correct procedures are in place and followed.
- Works with Visitor Services & Facilities to co-ordinate space usage, timing, and logistics.
- Works with Development staff to identify, seek, and report on external sources of funding.
- Works with Volunteer Coordinator to schedule and manage volunteers for programs.
- Liaises with MNA staff who may provide content for programs.
- Liaises with Visitor Services & Membership staff in evaluation of programs.
- Represents MNA to artists and other contractors who participate in programs.
- Maintains MNA relationships with community groups that are partners on events at MNA,

**Education and Experience Requirements:**

- Three years' experience in organizing and managing special events and public programs.
- Three years' experience supervising and motivating staff and volunteers.

- Experience working with Native American cultures and artists a plus.

**Abilities, Skills, and Knowledge:**

- Excellent communications skills, including with culturally diverse communities.
- Ability to manage multiple projects simultaneously.
- Excellent organizational skills and attention to detail.
- Excellent customer service skills and ability to engage with the public.
- Ability to work as part of a team and motivate other team members.
- Proficient with technology, including Microsoft Office Suite. Experience with Constant Contact, Altru, Wordpress, and audio-visual equipment a plus.
- Able to lift 30 pounds; sit, stoop or stand for extended periods of time.
- Visual acuity and ability to work at a computer for extended periods of time.
- Able to pack or unpack fragile items.
- Flexible ability to troubleshoot in a timely, calm, and focused manner.

**Working Conditions:** Generally works indoors. Normal workweek is Wednesday through Sunday, with Monday and Tuesday off. Some holiday and evening work required.

**Other Requirements**

- Valid Arizona Driver's License.

**To Apply:** Please submit a **cover letter and resume** to [employment@musnaz.org](mailto:employment@musnaz.org). Email is the preferred method of application submission. If you are not able to submit your application via email, please call Jill Thomas at 928-774-5211, Ext. 203 to receive additional instructions for application submission.

“We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.”