

POSITION TITLE: Content & Programming Coordinator

STATUS: Full-time (40 hours per week), Non-Exempt / hourly (\$16.00-\$18.00/hr DOE)

REPORTS TO: Vice President of Museum Content & Programming

ABOUT THE MUSEUM OF LATIN AMERICAN ART

The Museum of Latin American Art (MOLAA) in Long Beach, California is the only museum in the western United States that exclusively features contemporary Latin American and Latinx art.

MISSION

The Museum of Latin American Art expands knowledge and appreciation of modern and contemporary Latin American and Latinx art through its collection, ground-breaking exhibitions, stimulating educational programs and engaging cultural events.

POSITION DESCRIPTION

The Content & Programming Coordinator is the main contact for Tour Logistics, assists with MOLAA Master Calendar and Educational Programs and provides administrative office support for MOLAA's Museum Content & Programming divisions. Duties include taking care of the logistical needs of onsite and online tours, processing Purchase Orders (POs) & Expenditure Request Forms (ERFs) for the department, administrative support to the Communications and Education Division, providing direct program assistance for selected programs that take place online as part of the MOLAA en Casa educational initiative, onsite at MOLAA, or offsite as part of MOLAA's outreach efforts, provide support in the updating of the MOLAA Master Calendar of events and Communications Calendar, among other assigned tasks. The Content & Programming Coordinator will work with museum staff, interns, program volunteers, and the docent guild to support these and other program initiatives.

Disclaimer: This job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described, and may be amended at any time at the sole discretion of the Employer

ESSENTIAL FUNCTIONS:

Tour Logistics

- Coordinate the scheduling of group tours and arrange the scheduling of Docent tour guides and teaching artists for the art workshops.
- Provide technical assistance for online tours by providing host capabilities and moderating chat.
- Correspond with teachers, schools and organizations about tour and workshop content and policies, including welcoming tour groups and informing them of gallery policies for onsite tours and providing pre-tour information to teachers for online tours.
- Track and evaluate scheduling for MOLAA's Tour & Workshop programs and follow up with contacts.
- Maintain and update the field trip and workshop calendars and schedules and forward calendar appointments to finance, teaching artists, and docents, when necessary.
- Follow up with tour clients to complete payment process and share the tour link for online tours.
- Respond to scholarship inquiries and follow up with scholarship applications.
- Provide support during onsite and remote tours in case of docent emergency.

MOLAA General Calendar and support

- Update the MOLAA Master Calendar of events and Communications Calendar.
- Follow up with the MOLAA departments for information to be included in the Quarterly calendars.
- Provide support with general online programs offered by MOLAA.
- Assist in the gathering and organizing of data for monthly, biannual, and annual reports

cultural programs, art workshops and lectures, docent training, curricula, social media storylines.

Educational Program support

- Maintain inventory of art materials and complete purchase orders and expense request forms when necessary.
- Assist with setup and breakdown of MOLAA education programs as required; assist with facilitating digital and on-site programs, including tours and workshops when necessary.
- Assist in working with education events and program volunteers when necessary.
- Attend off-site outreach events when necessary.
- Assist with the evaluation and revision of education materials.

Admin Support

- Oversee office supplies and complete purchase orders and expense request forms when necessary for the department.
- Provide support in creating Work Order forms for Facilities for onsite events and programs.
- Perform education, arts and culture-based research as assigned.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's degree or equivalent specialized experience preferred.
- Exceptional communication skills and the ability to effectively listen
- Demonstrates the ability to respond with a high degree of urgency to the needs and requests of others, internally and externally
- Must be comfortable interacting with the public and provide exceptional visitor service
- Creative and able to work with individuals of diverse backgrounds, ages, and educational levels
- High level of energy, motivation, persistence and a positive attitude
- Displays cultural sensitivity and flexibility
- Computer literacy (MS Office, Outlook, Internet) Fully Digital skills. Knowledgeable in video conferencing software, including but not limited to Zoom, Google Meet, Cisco Web Ex.
- Ability to work effectively in both team environments and in self-directed situations
- Ability to manage multiple projects and plan work to maximize efficiency
- Ability to maintain positive personal relationships in a broad range of situations
- Some evening and weekend shifts are required

ADDITIONAL REQUIREMENTS AND PHYSICAL DEMANDS:

- Degree in Fine Arts, Latin American Studies, Ethnic Studies, Chicax Studies or Art History preferred.
- Experience with scheduling software a plus, like Calendly or similar software.
- Bilingual: Spanish a plus.

PHYSICAL DEMANDS

- Stand and walk around for extended periods of time, especially during events
- Ability to sit in front of computer monitor for extended periods as necessary
- Ability to lift, pull & push up to 15 lbs.