



THE AFRICAN AMERICAN MUSEUM IN PHILADELPHIA
JOB DESCRIPTION

POSITION TITLE: EDUCATIONAL PROGRAMMING COORDINATOR
DEPARTMENT: EDUCATION
POSITION REPORTS TO: EDUCATIONAL PROGRAMMING MANAGER

POSITION SUMMARY:

The African American Museum in Philadelphia (AAMP) seeks an experienced program coordinator to coordinate the museum's schedule of family and community programs, maintain established partnerships and coordinate other tasks within AAMP's Education Department. The position's principle responsibilities will include coordination of AAMP's established calendar of family and community programming, confirming workshop consultants, and ensuring the timely posting of programs on the museum's website and other calendars. This is a part-time position reporting to the museum's Educational Programming Manager.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Serve as liaison for ongoing Education Department programs, as necessary.
- Respond to inquiries regarding Education Department programs and related matters
- Plan and coordinate established educational programs as assigned, including (but not limited to):
 - Macy's Family Fun Days
 - Kwanzaa
 - Martin Luther King Day Observances
 - Black History Month
 - Summer Camp
- Serve as the contact for community partners as assigned
- Coordinate Traveling Trunk and other educational products and services, including training group leaders, giving presentations, and monitoring/coordinating trunk maintenance
- Work with AAMP staff and PR consultants to ensure the timely posting of publicity for educational programs
- Works under direction of Educational Programming Manager to coordinate and implement exhibition-related educational materials and programs
- Assist with creating, implementing and evaluating teacher workshops and school programs
- Assist with recruiting, hiring, evaluating and maintaining administrative records for teaching artists and other workshop facilitators
- Lead tours for student and adult groups
- Perform other duties as assigned

QUALIFICATIONS, SKILLS AND ABILITIES REQUIRED:

Education/Experience Required:

- Educational program management experience
- Bachelor's Degree in Education, History, Museum Studies or other related field preferred
- Familiarity with Philadelphia history
- Knowledge of local cultural and education communities

Skills & Abilities Required:

- Excellent writing, speaking, organizational and interpersonal skills
- Ability to speak in public and give tours
- Ability to work both independently and as part of a team
- Experience and skills in the use of basic software including MS Word, PowerPoint, Publishers, etc.
- Must possess current Child Abuse and Criminal Background clearances. If not current must acquire prior to the start of term
- Well organized and efficient coordinator

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

Must be able to remain in a standing or stationary position for extended periods of time leading tours and operating a computer and other office productivity devices such as a calculator, telephone, and copy machine. Must be able to adapt to high pace environments occasionally moving/lifting light weight equipment and other work-related objects up to 25lbs. May have to work late nights, weekends and in outdoor weather.

Please send your resume, references and cover letter to hr@aampmuseum.org