



POSITION/TITLE:	Programs and Engagement Coordinator
STATUS:	Part-time
DEPARTMENT:	Education/ Programs
SUPERVISOR:	Director of Experience and Engagement

Brooklyn Children's Museum (BCM) is the world's first children's museum and a pioneer in the field of informal learning. Inspired by the energy and diversity of its borough, BCM's programs and exhibits engage children between the ages of 2 and 10, and their caregivers, through play-based learning at the intersection of culture, the arts, and science. The Museum serves 300,000 visitors annually and operates in 130,000 square feet of indoor and outdoor space. Learn more about [BCM's Theory of Change](#), [Diversity, Equity & Inclusion Plan](#), exhibits and programs at www.brooklynkids.org.

Position Summary

The Programs and Engagement Coordinator works closely with the Director of Experience and Engagement and other team members to support the collaborative development of the Museum's onsite and offsite programs and cultural festivals.

The Programs and Engagement Coordinator is flexible and energized by both the creativity and attention-to-detail necessary to collaboratively produce programs and immersive experiences within the Museum's walls and beyond.

Responsibilities

- Work collaboratively with the Director of Experience and Engagement and BCM's Education team to support cultural festivals and programs both on-site and off-site.
- Be present and willing to setup/breakdown, engage with artists and partners, and potentially facilitate activations during on-site and off-site events.
- Coordinate administrative aspects of program logistics including: contractual agreements, staff plans, ops plan, program fliers, payment requests, transportation, vendor procurement, and cross-departmental correspondence.
- Responsible for scheduling Teaching Artists in ColorLab Art Studio and additional administrative tasks such as scheduling monthly group meetings.
- Print program posters, day-of fliers, and ColorLab printing needs.
- Assist with event decor install and de-install. May be asked to design decorations.

- Order staff and artist meals for festivals and art supplies for ColorLab Art Studio
- Update and maintain program archives with documentation of each event such as printed schedules, contracts, interpretation.
- Update monthly metrics related to Program attendance.
- Fill in for program facilitation coverage and other departmental responsibilities as needed.

Preferred Qualifications

- High School diploma or equivalent. Interest in Education, Museum Studies, Child Development, or related field
- Organized, resourceful, self-starter
- Excellent written and verbal communication skills
- Ability and desire to work collaboratively as part of a team, and openness to constructive feedback and exchange
- Interest in engaging family audiences
- Familiarity with Brooklyn a plus
- Proficient with Macs, PCs, Microsoft Office, Google Apps, and Dropbox
- Must be willing to wear a mask and comply with COVID safety protocols, and to be present in person in BCM's offices and on the Museum floor

Schedule

This position is 28 hours a week of in-office work. Required to work on Thursday and Saturday plus two agreed upon weekdays. Flexibility during weekday evenings and weekends with notice a must.

Salary & Benefits

The hourly pay rate is \$22

Apply

Please send a cover letter and resume as 1 PDF to careers@brooklynkids.org with “[Your Last Name] –ProgCoordinator” in the subject header. Applications will be reviewed on a rolling basis with priority given to those received on or before April 15, 2022. Only candidates selected for an interview will be contacted. No telephone calls, please.

Brooklyn Children’s Museum is an equal opportunity employer. We value a diverse workforce and an inclusive culture. BCM encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, disability, and veteran status.