



Position Opening Museum of Boulder Community Programs Coordinator

POSITION SUMMARY

The Museum of Boulder seeks a creative, dynamic individual to develop and implement engaging, innovative programs and partnerships with broad and diverse adult audiences in the Boulder region. The Community Programs Coordinator seeks out community partners, develops, plans, and implements innovative programs in a variety of content areas consistent with the mission of the Museum, including history, culture, contemporary issues, science, technology, food and more. In addition, this position actively markets the Museum's programs and partnerships through social media, print and radio advertising. This individual also collaborates with the Curator of Education and the Director of Development and Communications on community programs and events. This is a full time position, 40 hours per week, including some evening and weekend hours.

SPECIFIC RESPONSIBILITIES AND DUTIES

- Research, develop, and ensure focused and engaging public programs for diverse adult audiences in connection with the museum's exhibitions and consistent with the mission and vision.
- Coordinate and manage adult public programs including the Museum's signature Boulder Conversations Speaker Series, the Annual Chief Niwot Forum, lectures, panel discussions, gallery talks, tours, and workshops.
- Work with the Development and Communications Director to develop and oversee innovative programs to enhance membership benefits and expand the membership program.
- Develop collaborative programming and community partnerships that increase and deepen participation of diverse audiences in museum activities.
- Research and lead programs and tours in the Museum's galleries.
- Develop, plan and implement a Museum outreach program to expand the Museum's presence in the community.
- Recruit, train and supervise program volunteers and interns.
- Market the Museum's programs to diverse audiences through social media, print and radio sponsorships.
- Develop and manage budgets for the adult programs.
- In consultation with the Director of Development and Communications. solicit grants, underwriting and sponsorships for programs.
- Purchase, order, and maintain any needed supplies for adult programming.
- Prepare program reports including income and expense, attendance data and evaluation.

SPECIALIZED SKILLS, KNOWLEDGE AND QUALIFICATIONS

- Bachelor's degree, Master's preferred
- Two or more years of relevant experience in public programming with responsibilities in planning, development and implementation of educational/public programs
- Passionate and skilled at communicating and sharing information to diverse audiences
- Creative, out-of-the-box thinker
- Skilled at working collaboratively on project teams and with community groups
- Excellent oral and written communication skills
- Proficiency with MS Office, including Word, Excel, PowerPoint and other related software applications
- Proficient with social media platforms, Facebook, Instagram, Twitter, etc.
- Fluency in Spanish highly desired.
- Knowledge of volunteer management, program development and administration, and budget management
- Ability to conduct and evaluate programs in museum and community-based settings.
- Working knowledge of new technologies and ideas in cultural programming and museum practice

Job Type: Full time, 40 hours/week

Salary: Competitive salary based on experience

Benefits: The museum provides a generous benefits package

To apply go to [https://www.ikrut.com/microsite/pages/Museum of Boulder/default.html](https://www.ikrut.com/microsite/pages/Museum%20of%20Boulder/default.html)

Be sure to include a cover letter, resume, salary requirements and three references.

ABOUT US

The Boulder History Museum has embarked on a campaign to create the innovative new Museum of Boulder in the former Masonic Lodge building at Pine Street and Broadway in Boulder. With four times more space than the existing Boulder History Museum, the Museum of Boulder will be a completely new and dynamic experience, within walking distance of Boulder's Pearl Street Mall. This new museum, rich with content and technology, will capture the heroic stories, surprising discoveries, and innovative ideas that have shaped our community and influenced the world.

In addition to telling the history of Boulder, the new Museum of Boulder will feature interactive exhibits, live feeds, and hands-on experiences that will teach and inspire visitors in science, technology, athletics, natural foods, environmental sustainability and other elements of Boulder's legacy and culture. The Museum will also contain a separate space designed just for young children and a Learning Center for youth and adult educational programs.

The Museum of Boulder will provide a safe and enriching place for children and adults to learn and grow. Beyond the basic needs of housing and food, every person needs interaction with others and a place where they can learn about their environment, explore their creativity and connect with their community. The Museum of Boulder will provide a place for children to develop their motor skills and creativity, and for adults to learn about history, science, nature, technology, food, the environment, and politics, while sharing what they learn with others and engaging in constructive discussions about a shared future.

Applications will close on February 5th, 2017.

If the above link doesn't work, try:

<https://www.ikrut.com/microsite/pages/Museum%20of%20Boulder/default.html>