



## Programs Coordinator

**SUPERVISOR: EXECUTIVE DIRECTOR**

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### Mission and Vision

The Cedarburg Art Museum is dedicated to collecting, preserving, and exhibiting the art of Wisconsin, with a special emphasis on Cedarburg and its surrounding areas. The mission and vision of the Cedarburg Art Museum is to be a preferred destination that celebrates creative expression of the arts in a historic and a culturally

vibrant environment, inspiring future talent and fostering a rich, cultural center forged in tradition, family, and community.

### General Purpose of Position

The Programs Coordinator creates, organizes, and conducts programs at the Cedarburg Art Museum which inspire and connect children and teens to the arts.

Position is part-time, 10-15 hours per week.

### Essential Duties and Responsibilities

#### General Responsibilities:

1. Contribute to a positive, helpful, friendly, inviting environment for museum guests and maintain a level of excellent patron service. Contribute toward initiative, cooperation, and creativity amongst all museum staff.
2. Contribute to a positive workplace culture.
3. Contribute toward intentional efforts to help engage volunteers, donors, potential donors, members, and artists.
4. Maintain confidentiality of museum donor information and matters of personnel and intern performance.
5. Maintain a professional demeanor along with excellent communication skills and contribute to the overall wellbeing of the workplace.
6. Attend and participate in staff meetings when required.
7. Attend and participate in staff, volunteer, and community events when required.
8. Follow museum and committee policies and procedures.
9. Maintain working knowledge of all museum operations.
10. Work in collaboration with all staff during significant revenue-generating events and festivals.
11. Staff the museum on weekends as required.
12. Perform other duties as assigned by the Executive Director.

#### Programming Responsibilities:

1. In coordination with other staff members, promote a culture for positive change and continuously work towards an environment for excellence in evaluation of museum initiatives.
2. Recommend and coordinate the implementation of new events and activities related to the arts for children and teens.

3. Plan, develop curriculum, and conduct the following programs already in practice: Main Street Art Camp, High School Sketch, and Student Art Matters.
4. Attend area school art functions and events as needed.
5. Track and report program attendance and revenue as required.
6. Monitor budget and expenditures for each program and stay within an allocated annual budget.
7. Work with other community organizations to host art programs all abilities and differing abilities.
8. Work with local artists to continue a successful High School Sketch program.
9. Act as the liaison between the Cedarburg Art Museum and elementary, middle, and high school art teachers within Ozaukee County to continue a successful Student Art Matters program.
10. Serve on museum committees as assigned by the Executive Director.
11. Work with the Executive Director in the development and implementation of strategic goals which promote the museum's mission and vision.
12. Support the organization in creating and enhancing positive patron experiences in all points of contact.
13. Establish and maintain effective working relationships with Board members, all staff and volunteers, the Cedarburg community, schools, homeschool organizations, and artist groups.
14. Proactively consult with the Executive Director to ensure policies, budgets, time constraints, and expectations are met.

## Qualifications

*The requirements listed below are representative of the knowledge, skill, and abilities necessary to successfully perform the essential duties and responsibilities of this position. Reasonable accommodation may be made to enable individuals with differing abilities to perform the essential functions.*

### Education and Experience:

1. Experience working with children and teens.
2. Experience working with curriculum development in art education or equivalent experience is preferred.

### Knowledge, Skills, and Abilities:

1. Ability to work comfortably with staff, volunteers, and artists of all ages and backgrounds.
2. Friendly and helpful manner, appropriate to a position where public contact is involved, and the maintenance of good public relations is essential.
3. Ability to effectively use the Internet, search engines, and social media tools.
4. Broad understanding of art education.
5. Ability to effectively present information and respond to questions from individuals and groups.
6. Ability to work independently and as part of a team to organize and prioritize work.

### Physical Requirements:

1. The Cedarburg Art Museum is located within a historical mansion and is not currently ADA accessible.
2. Reliable transportation and occasional local travel are necessary.
3. Must be at least 21 years of age; ability to hold and maintain a bartender's license (training provided by the museum) to assist with events and festivals.

### Mental Requirements:

1. Analytical Skills: Identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information and resources available when making decisions.
2. Planning and Organization Skills: ability to solve problems or identify opportunities; establish systematic methods of accomplishing goals.
3. Communication Skills: effectively communicate ideas and information both in written and verbal format.
4. Time Management: set priorities and meet assigned deadlines.

### Technical Skills

1. Workplace Software: Microsoft Office, G-Suite, Square
2. Communication & Collaboration Software: Zoom, Microsoft Teams, Google Meet

### Work Environment

1. Mostly inside work environment; occasional outside work during revenue-generating events or community festivals.
2. Noise level is moderately quiet.
3. Work hours include some evening and weekend events as needed.

*The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*