The BMA is seeking a detail-oriented Education Program Coordinator to assist in the project coordination and implementation of Education programs and department projects. The successful candidate will be a highly detail-oriented, resourceful, and motivated problem solver who can demonstrate strong skills in administration and project management, communicate and collaborate successfully with colleagues, and have a proven track record of troubleshooting and problem-solving in a fast-paced, dynamic environment with multiple simultaneous projects.

Candidates with a background in the production of events, film screenings, theater and/or performance production are highly desired. Availability during select evenings and weekends for programs and events is required.

This full-time position reports to the Manager of Public Programs.

**RESPONSIBILITIES**

Responsibilities include but are not limited to:

- Communicate event and program logistics across various departments in the museum including Facilities, Security, IT, Theater and auditorium technicians, Marketing and Digital Experience, Visitor Services, and Conservation departments.
- Communicate and coordinate logistics and travel for visiting artists, scholars, performers, and program presenters.
- Coordinate the work of house managers and volunteers for Education events.
- Administer vendor contracts, invoices and W9s.
- Develop and administer event floor plans, work schedules, and other resources to ensure that programs meet milestones and desired outcomes.
- Attend and facilitate selected Education Department programs.
- Provide general project management for exhibition interpretation and public programs, particularly in maintaining accuracy of plans, communication, and deadlines in the BMA’s exhibitions project management system.
- Provide scheduling and documentation support for Programming meetings.
- Provide auditorium and stage management support for public performances and film screenings.

**QUALIFICATIONS**

- 2-3 years of experience administering and implementing public and community programs for a range of audiences. Theater and stage management experience is a plus.
- BA or equivalent professional experience in visual art, art history, art education, or a related field
- Demonstrated project management skills.
- Ability to lift 15 – 20 lbs as needed.
- Excellent written and verbal communication skills.
- Excellent organizational and time management skills.
• Good research skills.
• Experience in stage management, theater productions and film presentation highly desired
• Experience in or comfort with learning project management software quickly
• Experience working in a museum setting a plus but not required.

**BENEFITS**
We offer a competitive salary and a generous benefits package. For this exempt position we offer medical, dental, vision, prescription, 403b retirement plan, long term disability, flexible spending account, flexible and condensed scheduling, museum and restaurant discounts, and reduced fee gym membership. We also offer accrued vacation, holidays, personal days, floating holidays, and sick days.

**SALARY** - $43,350.00 annually

**APPLY**
The BMA is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

We are committed to building a culturally diverse staff and strongly encourage all qualified professionals to apply. Research shows that women and individuals from underrepresented backgrounds often apply to jobs only if they meet 100% of the qualifications. We recognize that it is highly unlikely that any applicant meets 100% of the qualifications for a given role. Therefore, if much of this posting describes you, then you are highly encouraged to apply for this role.

Please send a cover letter with salary requirements and resume to HR@artbma.org with “Education Coordinator, Last Name First Name” in the subject line.

Incomplete application materials will not be accepted.

No phone calls please.

Position will be posted until filled.