



Public Programs Coordinator Job Description

Category: Full Time

FLSA Status: Exempt

Pay Type: Salary

Pay Range: \$38,000 to \$40,000 plus benefits

Schedule: Regular business hours plus some nights and weekends

Direct Supervisor: Director of Education & Partnerships

Description:

The Public Programs Coordinator will work in support of the Castle mission with the goal of providing a variety of community engagement opportunities through the development of an array of public programming. Additionally, he or she will work with community partners to help in these efforts, including attending community advisor meetings and using their feedback to continually create and improve programming. Public programs at Castle in the Clouds include formal and informal educational programs and special events. As part of the museum team, he or she shares the responsibility of providing visitor services and historical interpretation and helps ensure the quality and effectiveness of the entire team's interpretive efforts.

Qualifications:

The ideal candidate has excellent communication abilities, and management skills are highly organized, friendly, and team-oriented. The ability to work on several projects concurrently and meet deadlines in a fast-paced setting is essential. Strong presentation and public speaking skills are needed. The ability to work independently and as part of a diverse team is also important. Computer and Internet literacy, including Microsoft Office programs, is required, with experience using design software and databases desirable. A Bachelor's Degree or equivalent work experience is required. Previous experience managing paid or volunteer team members are highly recommended.

Essential Duties and Responsibilities include but are not limited to:

- Oversee the development, planning, delivery, and evaluation of public programming and special events
 - Research and coordinate contracts with vendors, presenters, and entertainers
 - Manage recordkeeping of all program and event details and oversee program assessment and evaluation
 - Work with other Castle departments and staff to develop and strengthen program offerings
 - Foster relationships with other institutions and members of the community to develop collaborative programs
 - Collaborate with the Education, Curatorial, Visitor Services, and other departments as needed in carrying out the interpretive plan, programs, and events planning.
 - Assist in the design and coordination the printing of program and event marketing materials
- Actively participate as a member of the Education Committee.
- Actively participate in community advisory boards
 - Attend the Teacher Advisory Group meetings and work with the Director of Education and Partnerships to plan and lead bi-monthly meetings
 - Work with colleagues to create a community advisory group in order to brainstorm, evaluate, and improve public programs of value to the community
- Assist in the development of the operating budget for the Programs Department
- Other duties as assigned

To Apply:

Submit a resume with a cover letter to visitorservices@castleintheclouds.org or by mail to:

Castle in the Clouds
Attn: Public Programs Coordinator
P.O. Box 687
Moultonborough, NH 03254

Last Update 3/17/22