

Coordinator, Public Programs and Operations

The HRM strives to create an excellent, welcoming experience for all visitors. As a public-facing staff member of the Museum, the visitor's experience begins with you. You will facilitate and execute the logistics for the Museum's public programs which take place onsite during public hours, and virtually, generally on select evenings, and work closely with the Manager, Visitor Services and Retail to enhance the Museum's visitor experience, to support daily programming as well as summer amphitheater performances. We are seeking a candidate with a strong work ethic, the ability to multitask, flexibility, and an interest in working with the public.

The Coordinator, Public Programs and Operations reports to the Assistant Director, Education, with a dotted line to the Assistant Director, Finance and Human Resources and collaborates with Education and Curatorial Staff to ensure a working knowledge of exhibitions and programs. This is a **full-time position** with an annual salary plus museum-paid medical, dental, and life insurance. The work week schedule is on site, **Wednesdays through Sundays, unless specified otherwise**. Friday and Saturday evenings are required during Summer Amphitheater season.

What You'll Do:

- Facilitate and execute the Museum's on-site public programs which take place during public hours and periodic virtual programs which may take place during public hours or in the evening
 - Work closely with the Assistant Director, Education on scheduling, rehearsing, implementing, and managing logistics for all Public Programs
 - Generate contracts and purchase orders for all presenters
 - Collect images and background/biographical information for publicity
 - Coordinate and manage logistics, for all public program and ticketed events, working in collaboration with multiple departments
 - Work directly with artists, speakers, performers and technicians to ensure that supplies/materials, IT & A/V set-up needs are met for each workshop/presentation/performance; maintain an orderly inventory of tech for easy access

- Inventory, monitor, and maintain supplies and art materials for Public Programs workshops in conjunction with Education team
- Set up and facilitate virtual programs using platforms such as Zoom, Facebook, Instagram, etc.
- Record and/or livestream onsite and virtual programs to create video resources for internal and external usage
- Track attendance at the public programs and collect anecdotal data
- Oversee birthday parties and special weekend Planetarium shows for Scouts and other groups as determined in concert with the Advancement Dept.
- Manage Amphitheater programs
 - Work closely with the Assistant Director, Education in implementing, scheduling and managing logistics and production for the Amphitheater performing arts series
 - Generate contracts, purchase orders and tech riders for performers
 - Collect images and background/biographical information for publicity
 - Work directly with performers and technicians to ensure A/V set-up needs are met
 - Introduce performers at opening of program and deliver closing remarks at the end; ensure payment on the night of the performance
 - Coordinate with Visitor Services and Security teams to develop, train, and implement seating and other policies vis a vis the audience
- Administrative/Operational
 - Contribute to Weeks Ahead reports for weekly Staff Meetings
 - Add all Programs to HRM Google Events Calendar and Wall Calendar in Board Room
 - Coordinate with the Manager, Visitor Services & Retail to print Visitor Guides, scavenger hunts, gallery guides, etc., and ensure that they are available at the Welcome Desk
 - Prepare and print weekend lobby signage highlighting program times and locations and update lobby monitor (PowerPoint)
 - Use Patron Manager (ticketing software) to create public program “events”
 - Generate web site and registration links, incorporating calendar descriptions; create confirmation emails; monitor and communicate

with registrants

- Prepare reports for analysis
- Troubleshoot staff IT issues and liaise with third-party network support team (on weekends)

What We Look For:

- Excellent communication, public speaking and listening skills; a self-starter who is able to speak confidently to audiences of different types, sizes, and ages
- Proven organizational skills; highly organized and detail oriented; able to juggle multiple projects with occasionally competing deadlines
- Experience with the management of mid- and large-scale public events
- Genuine interest in making the Museum accessible to all audiences
- A proven collaborator and strong team player; able to work comfortably with colleagues, subordinates and volunteers
- Enthusiastic and energetic

Education and Skills You'll Bring:

- B.A./B.S. preferred and/or 3–5 years of experience managing, coordinating and facilitating public programs for a museum or equivalent cultural institution
- Strong interest in and familiarity with museums, art, education, public programs
- Ability to lead, manage, delegate, and juggle multiple priorities and meet deadlines
- Ability to maintain big picture programming initiatives while managing minute details regarding specific programs
- Superior interpersonal skills with an ability to work with a range of individuals and departments
- Computer and tech savvy with ability to troubleshoot
- Excellent command of Microsoft Office, Google software programs and Photoshop; Salesforce and/or PatronManger experience a plus
- Competence in production; conversant with film, music, tech, and basic video editing
- Bilingual a plus

Proof of full COVID-19 vaccination is required.

Benefits:

The Museum provides competitive compensation and generous benefits and perks for all eligible employees, including:

- Museum-paid medical, dental, and life insurance
- 403(b) retirement plan
- Paid time off, including annual leave, sick leave, personal days and Museum holidays
- Flexible spending accounts (pre-tax income for eligible health care expenses)
- Discount for staff in Museum shop
- Access and free admission to numerous museums and cultural institutions
- Standard worker's compensation, short-term and long-term disability and unemployment insurance.
- Participation in TransitChek Commuter Benefit program

To Apply:

Email cover letter and resume to employment@hrm.org. Submissions without a cover letter will not be considered. Include "Programs and Operations" in the subject line.

Hudson River Museum (hrm.org) is a preeminent cultural institution in Westchester County and the New York Metropolitan area. Situated on the banks of the Hudson River in Yonkers, New York, the HRM's mission is to engage, inspire, and connect diverse communities through the power of the arts, sciences, and history.

The Museum offers engaging experiences for nearly every age and interest, with an ever-growing collection of American art; dynamic exhibitions that range from notable nineteenth-century paintings to contemporary art installations; Glenview, an 1877 house on the National Register of Historic Places; a state-of-the-art Planetarium; an environmental teaching gallery; and an outdoor Amphitheater. Accredited by the American Association of Museums (AAM), the Museum is dedicated to collecting, preserving, exhibiting, and interpreting these multidisciplinary offerings, which are complemented by an array of public programs that encourage creative expression, collaboration, and artistic and scientific discovery.

HRM provides equal employment opportunities to all employees and applicants for employment without regard to age, creed, actual or perceived race, color, sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, the status of being transgender, national origin, ethnicity, alienage, citizenship status, family status, lawful seizure of income, marital status, disability, military status, veteran status, domestic violence victim status, criminal or arrest record, or predisposing genetic characteristics. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.