Community Programs Coordinator
Job Description

Title: Community Programs Coordinator
Exempt status: ☐ Y ☒ N
Supervises: n/a
Pay: ☒ Hourly ☐ Salary
Reports to: Sr. Manager of Education
Position status: ☒ FT-32 hours ☐ PT
Compensation: $23.00-$25.00/hr

Position Overview
Boulder Museum of Contemporary Art (BMoCA) is searching for a qualified candidate for the 32-hour per week position of Community Programs Coordinator. The Community Programs Coordinator provides ongoing administrative support for BMoCA’s outreach endeavors including community partner public art projects, adult art class series, on-site programming, and BMoCA’s seven Outreach Education Programs. This administrative work includes scheduling, grant reporting and tracking, program research, and cultivating and sustaining relationships with schools and outreach partners. If a candidate has previous teaching experience, this role also has an opportunity to occasionally teach a variety of audiences at the museum and in schools and community venues around the Denver/Boulder area. This position reports to the Senior Manager of Education.

Essential Duties and Responsibilities:
- Leading a wide variety of organizational and administrative tasks relating to BMoCA’s Outreach Education programs (Contemporary Classroom, SPARK, YAW Camps, ArtLab, ArtStop & Broomfield County programs, Studio Project)
- Assisting with the development and execution of community-wide programs such as Día del Niño and Día de los Muertos.
- Assisting with development and implementation of BMoCA’s expanding Adult Art Class series
- Occasionally teaching Contemporary Classroom and SPARK!, two of the outreach programs in schools and community centers around the Denver/Boulder area, and held onsite at the museum. (Schedules & locations will be determined throughout the academic year.)
- Assisting with management and organization of art supplies/materials for all programs.
- Leading on site gallery tours for various groups of all ages
- Assisting with curriculum development for art programs in assigned schools.
- Collecting and reporting accurate attendance numbers for each program.
- Informally documenting program sessions.
- Acting as an ambassador for BMoCA.

**Education/Experience/Qualifications:**

**Required:**
- 1-2 years of administrative & scheduling experience
- Strong written and verbal communication skills
- Strong organizational skills, with the ability to work independently and manage multiple priorities
- Ability to work effectively both as part of a team and independently
- Strong interpersonal skills
- Reliable transportation and willingness to travel to multiple locations
- High level of professionalism
- Ability to lift/safely carry up to 50lbs of weight; ability to routinely walk up & down stairs and perform routine physical tasks.

**Preferred:**
- Experience in art education; formal or informal experience working with K–12 students required (teaching certification not required)
- Classroom management experience
- Experience developing arts-related curriculum
- Some proficiency in Spanish language a plus

**Hours & Schedule:**
This role is an hourly, non-exempt position with a dynamic work schedule that requires flexibility. Typical working hours are 32 hours/week, on-site at the museum or at community partners. The position may require periodic work on weekends and evenings as required by the museum's events calendar. Completing administrative work remotely can be an option for a portion of the work week after an initial onboarding period and upon approval from the Sr. Manager of Education.

**Compensation & Benefits:**
- $23-$25/hour depending on experience, 32 hours a week
- Includes health and dental benefits, paid vacation, access to a 401K plan, a RTD EcoPass, and a complimentary gym membership to One Boulder Fitness.
- A mileage reimbursement of up to $1,000 per calendar year will be supplied for scheduled remote teaching (to be prorated in 2024)

**To Apply:**
Please submit a letter of interest outlining your interest & experience and current resume to education@bmo.ca.org. No phone calls please. Qualified applicants will be contacted for interviews and the position filled ASAP.
Start Date: August, 2024

About BMoCA: Boulder Museum of Contemporary Art inspires creativity and fosters community through contemporary art.

Founded in 1972 by local artists, Boulder Museum of Contemporary Art (BMoCA) is a non-collecting institution that annually presents 20+ exhibitions at its flagship in downtown Boulder and partner locations. In 2023, BMoCA engaged over 220,000 people through its exhibitions and 500+ programs that foster the exploration of art, dialogue about current issues, and art-making among all ages. Celebrating its 52nd anniversary in 2024, BMoCA is at an exciting time in its history. Over the past decade, the museum has reached new heights thanks to record-breaking attendance numbers, dramatic programmatic growth, and the critical support of its community. In 2022, the museum launched a capital campaign to support a new flagship facility, tentatively scheduled to break ground in 2027.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Boulder Museum of Contemporary Art is an equal opportunity employer and considers all candidates for employment regardless of race, color, sex, age, national origin, creed, disability, marital status, sexual orientation, or political affiliation.