**Programing Coordinator Job Description**

**Gammelgården Museum of Scandia**

**Position Description:** Programming Coordinator (Contract)

**Reports to:** Executive Director

**Compensation:**

* $8,000 (40 hours per month x $20 = $800 x 10 months [March-December in 2025] = $8,000)
* Option to perform some work at home.
* Employee discount in the Scandia Butik.
* No health or retirement benefits are available.

**Summary:** The Programming Coordinator is responsible for coordinating and overseeing the public programs, field trips, and events for Gammelgården Museum. Because of the variety and nature of the duties performed by this position, the employee must be available for weekend work.

**Key Responsibilities:**

As the Programming Coordinator, the individual in this role shall oversee the programs of Gammelgården Museum. This is to include, but is not limited to:

1. Communicate with artists, instructors, presenters, and/or performers to determine availability, topic, date and time for classes, workshops, and programs, lesson plans, and tentative supply lists.
2. Answer inquiries from the public regarding classes, workshops, events, field trips, and tours. Also, deal with any complaints from the public with tact and professionalism.
3. Develop written program description text.
4. Document programs (write descriptions, photograph activities in progress, prepare displays of workshop artwork and projects).
5. Develop post-field trip and/or tour educational materials.
6. Serve as a contact and spokesperson for the artists and other people involved in classes and workshops.
7. Teach classes/workshops as needed.
8. Collect workshop fees, record receipts of monies, make necessary adjustments, and mail confirmation letters (as needed).
9. Assist class/workshop instructors in setting up their programs, check-in participants, and clean up after activities.
10. Develop appropriate program topics and hands-on activities to support the museum's exhibitions.
11. Schedule workshop dates and work with the Marketing/PR Director to upload the information on the website and create Facebook event listings.
12. Monitors workshop attendance and finances on Eventbrite.
13. Provides Eventbrite reports to the accountant and treasurer.
14. Prepares and monitors individual workshop and overall programming budgets.
15. Evaluates classes and workshops for effectiveness, participants’ reactions to the activities, and consider repeating them at a future date.
16. Oversees volunteers who are assisting with classes, workshops, and other program activities.
17. Work with the Volunteer Coordinator to identify volunteers needed for programs and events.
18. Work with the Executive Director and staff to plan and schedule activities during major events:
    * 1. Vinterfest (last Saturday in January)
      2. Opening Weekend (1st Saturday in May)
      3. Midsommardagen (4th Saturday in June)
      4. Spelmansstamman (3rd Saturday in August)
      5. Luciadagen (2nd Sunday in December)
19. Work together with the Executive Director, staff, and Board of Director to promote Gammelgården Museum as a point of destination and choice for 10,000+ guests each year.
20. Work with the Marketing/PR Director to prepare articles about upcoming programs for the

Kul News, social media, and other PR as needed.

1. Attend Gammelgården Museum Board meetings in-person or via Zoom (4 per year); and prepare and present written reports.
2. Represent Gammelgården Museum, as appointed by the Executive Director, at the meetings of the History Network of Washington Country (3-4 times a year) and other professional groups. This responsibility is shared with the Marketing/PR Manager and other staff.
3. Attend other professional meetings about museum programming as appropriate.
4. Develop other ways to foster friendship and a sense of common purpose with the programming volunteers and recognize their efforts.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included do not exclude them from the position if the work is similar, related, or a logical assignment to the position.

**MINIMUM QUALIFICATIONS**

* Strong customer service practices and principles to represent Gammelgården in a courteous, friendly, helpful, and professional manner in person and over the phone.
* Skilled in computer software sufficient to set up events on Facebook and Eventbrite, respond to emails, and support museum staff with projects as needed (MS Word, Outlook, and Excel).
* Ability to set priorities, plan, and organize tasks.
* Ability to multi-task.
* Communication skills to quickly evaluate internal and external customer needs, and assist in answering customer and staff questions.
* Interpersonal skills and ability to tailor communication styles to the situation, and interact in a calm, thoughtful, and professional manner.
* Data entry skills sufficient to accurately enter information into Microsoft Word documents, spreadsheets, or databases.
* Ability to communicate in English sufficient to provide guidance and support to customers and staff.
* Ability to work successfully as a member of a team.
* Ability to monitor and adhere to building security requirements.

**HOURS**

The workweek is flexible and dependent upon museum programs, classes, and events. This contract position is for 40 hours per month, with some hours being done at the museum during business hours:

10-4 Wednesday through Saturdays, and 1-4 on Sundays from May-December, with limited hours during January-April.

Remote work may include: planning and creating learning materials for classes, workshops, and events; handle registrations; and other work that does not require on-site set-up, oversight, and clean-up.