

EL MUSEO LATINO

Position Title: **Programs and Outreach Coordinator**

Reports to: Deputy Director

El Museo Latino is a 501(c)(3) nonprofit organization dedicated to collecting, exhibiting and interpreting Latino arts of the Americas. El Museo Latino is committed to strengthening the artistic and creative culture of the Greater Omaha Area through the presentation of Latino arts, by providing direct support to local artists, by increasing the visibility of Latino art forms, and by fostering an appreciation of art for the benefit of a diverse audience.

Responsibilities include but are not limited to:

The Programs and Outreach Coordinator will be responsible for developing and maintaining program management, and community outreach. This person will work closely with El Museo Latino's Executive Director, Deputy Director and senior staff to maximize the museum's outreach efforts. Reporting directly to the Deputy Director, the Programs and Outreach Coordinator will be responsible for designing, creating and promoting education resources in a variety of formats for diverse audiences; exposing new audiences to Latino arts; and engaging students with Latino visual and performing arts.

Programs Management:

- Administer El Museo Latino's education programs, including developing relationships with educators, administrators, and volunteer teaching artists to engage students and area schools
- Promote and administer the museum/school tour program schedule

Community Outreach:

- Design, create and promote original education resources in a variety of formats including online and print materials
- Develops standards-based educational materials for a variety of audiences
- Develops programs and materials which highlight El Museo Latino's collection and encourage the use the museum as a primary resources and for historical research
- Coordinates outreach events, field trips and professional development sessions
- Represents El Museo Latino at private and public events to generate new relationships
- Develops presentation for students and teachers
- Acts as organizational liaison for K-12 teachers, administrators, and other educational personnel

Special Events:

- Assist with special events as directed

This position requires 40(+) hours a week including some evening and weekend hours.

Qualifications:

The ideal candidate for this position will have a strong connection and interest in Latino arts and El Museo Latino's mission; has a passion for the arts, enjoys serving and working with a diverse audience, and is interested in developing a connection with our community. Experience in a marketing or community-program related position, with nonprofit and/or arts administration experience is preferred. Essential skills and qualities necessary for this position include:

- Ability to develop standards-based educational materials for a variety of audiences
- Ability to communicate
- Excellent writing/editing skills
- Exceptional judgment and organizational skills and be assertive and dedicated
- Ability to work to meet deadlines and multitask
- Ability to work creatively, collaboratively, and effectively both as a team member and independently to promote and further the mission of El Museo Latino

Preferred Knowledge, skills and abilities:

- Bi-lingual English/Spanish
- Skill with web content creation
- Ability to deliver instruction online and in virtual setting
- S/he will hold a graduate degree in art history, art education, museum studies or other related academic study

Experience Required:

- Experience preparing and delivering educational material, programs, and/or presentations.

Compensation is competitive and commensurate with experience.

For immediate consideration, please submit a resume, statement of interest and a brief writing sample to: mgarcia@elmuseolatino.org:

El Museo Latino is an Equal Opportunity Employer