



Position Description **Youth Program Coordinator**

Organization

The Museum of Contemporary Art Detroit (MOCAD) is where adventurous minds encounter the best in contemporary visual, literary, music, and performing arts. A responsive center for diverse audiences, MOCAD presents art that contextualizes, interprets, educates and expands culture, pushing us to the edges of contemporary experience. MOCAD is an Equal Opportunity Employer.

Classification

Status: Full Time, Exempt.

Schedule

Tuesday–Saturday; some evening and weekend hours as needed.

Supervisor

Curator of Education + Public Engagement

Direct Report Personnel

Youth Program Assistant

Position Description

The Youth Program Coordinator works closely with the Curator of Education + Public Engagement, as well as the curatorial team, to produce museum lecture series for youth audiences, opening receptions, interactive exhibitions, open studio programs, and other museum programming. This includes MOCAD's Junior Docent program, K-12 Teacher Advisory Group, MOCAD's Teen Council program, which meets weekly throughout the school year, and Family Days. In addition, the Youth Program Coordinator assists in the management of MOCAD's youth and family focused communications, including press releases, calendar listings, social media and blog postings.

Responsibilities

Program Production

- Plans, organizes and implements all aspects of museum youth and family.
- Manages program details from concept to production, including generating ideas for innovative museum programming and recruiting corresponding talent, organizational aspects such as creating budgets and schedules, managing travel and payment details, developing collateral and press materials, and producing recaps.
- Acts as primary liaison between artists, lecturers and talent and the museum for youth programming.
- Co-manages the set-up, tear-down, audio-visual needs, volunteer needs, graphics needs and other event production needs for youth museum events.
- Additional responsibilities as needed.

Teen Council

The Teen Council launched in January 2014, and is a select group of high school students, {representing public, private and home schools across the Metro Detroit area} that meets after school at MOCAD each week. Teens plan programs and events for their peers, volunteer at MOCAD community programs, and come up with ideas on how to engage visitors at Mike Kelley's Mobile Homestead). The Youth Program Coordinator manages the Teen Council program.

- Organize and provide support, participates in Teen Council weekly meetings, activities, art projects and offsite visits.
- Develop and ensure that learning objectives for the Teen Council programming are clear, attainable and measurable; implement assessments to determine whether objectives have been met.
- Work closely with the museum staff to ensure the smooth running of the Teen Council and its related programming.
- Work with teens to create arts-oriented for their peers such as a teen art night or other social/arts program.
- Work closely with and oversee the Youth Programs Assistant in their capacity providing support for teen/youth programming.

Communications

- Coordinate the development and distribution of public relations, marketing, and promotional materials including researching, writing, and editing press releases, calendar listings, brochure copy, web copy, etc.
- Co-manage the museum's social media presence including the content development, review, editing and publishing process for the museum's YouTube channel, Twitter feed, Facebook page, Flickr account and other visitor-focused digital outreach.
- Establish and maintain effective working relationships with management, coworkers, museum patrons, volunteers, students, artists and community organizations to fulfill the mission of the museum.

General

- Maintain departmental records (digital and physical files) for archival and future planning purposes.
- Track and maintain program budgets, and complete and submit financial request paperwork to the Business Operations Office in a timely fashion.
- Work with the Grants + Foundation Relations Manager and development department to support for grant writing and reporting activities as needed.
- Other duties as assigned.

Qualifications

- A Bachelor's Degree is required, preferably in fine arts, arts administration, education and or management; Master's Degree desired
- Minimum three to five years' experience as a teacher, trainer, tutor or other facilitator.
- The ideal candidate will have experience working in a museum setting and/or fast paced creative environment. A background in or strong appreciation for contemporary art is desirable.
- An interest in working with high school age youth and/or core youth development principles with confidence in recruiting, training, coordinating, and supervising youth.
- Ability to work productively with diverse constituents, including schools, community agencies, institutions and the public.
- Creative, motivated, dynamic and outgoing individual. Excellent interpersonal skills and ability to work on a team.
- Experience in and demonstrated commitment to youth development.
- Strong belief in art, design, technology and creativity as an empowering educational tool.
- Involvement and/or interests in art, education, and/or the cultural community of Detroit.
- Working knowledge of digital photography and digital image processing, Adobe Photoshop.



- Proficient with Google Suite, Microsoft Word, Excel, PowerPoint, new media and databases.
- Experience producing creative content.
- Verbal and written fluency in Spanish, Arabic, or other widely spoken second language is a plus.
- Strong management, planning, budgeting, decision-making, and time management skills.
- Excellent written and oral communications skills.
- Willingness and ability to work weekends.
- Excellent organizational and multi-task abilities, with a “get it done” personality.
- Finalist(s) for this position will be subject to a pre-employment background check as a condition of employment.

To apply for this role, please submit your cover letter and resume as PDF files by October 15 to jobs@mocadetroit.org, with the subject line “Youth Program Coordinator.”

The Museum of Contemporary Art Detroit provides Equal Opportunity to all applicants.