



Position Description

Program Coordinator

About MOCAD

The Museum of Contemporary Art Detroit (MOCAD) presents exhibitions and programs that explore the best of contemporary art, connecting Detroit and the global art world. MOCAD is focused on art as a means to nurture social change and human understanding, reflecting our community. We encourage innovative experimentation by artists, musicians, makers, cultural producers, and scholars to enrich all who participate and to educate visitors of all ages in the power of art. Whether from Detroit, or around the world, we welcome creative voices who can guide us to an equitable and inclusive future. We believe that art can change us, and it's our responsibility to hold a space where challenge, acceptance, hope, and beauty can coincide. MOCAD opened to the public in 2006. It is operated by a staff of roughly 25 employees who work to deliver two to three exhibition and programming seasons per year in both MOCAD's main building and Mike Kelley's Mobile Homestead. MOCAD is an Equal Opportunity Employer.

About the Role

The Program Coordinator supports MOCAD's Community Engagement and Education initiatives. Working closely with the Curator of Education, Artistic Director, and members of the curatorial and operations teams, the Program Coordinator plays a key role in implementing dynamic, mission-aligned public programs. This position assists in the planning and execution of a range of museum activities, including artist talks and activations, youth and family programming, opening receptions, interactive exhibition components, and community events. The Program Coordinator also contributes to the logistical and administrative support necessary to ensure the success of these initiatives. The role requires strong communication, organizational, and collaborative skills, as well as a passion for contemporary art and community-based engagement.

Classification

Status: Full-time, Exempt

Compensation Range

\$45,000-\$50,000 annual salary

Schedule

Monday-Friday, 9:30am-5:30pm. This role will require some evening and weekend hours availability, with allowance for adjustments to the schedule as needed. This is an in-office role with the opportunity for a recurring once a week, work from home day.

Direct Supervisor

Curator of Education



Role Responsibilities

Program Coordination

- Assist the Curator of Education in implementing a wide range of programs including talks, performances, workshops, screenings, and youth and family-centered initiatives.
- Coordinate all logistical aspects of program execution—scheduling, artist and guest contracts, event plans, technical needs, hospitality, and materials.
- Ensure smooth onsite execution of events and support artists and presenters during setup, production, and breakdown.
- Support the museum as it collaborates with community organizations, educators, and youth programs to foster partnerships and expand access to MOCAD's programming.
- Help plan and facilitate youth workshops, school visits, community cares and family programs under the guidance of the Curator of Education.
- Serve as a visible and enthusiastic representative of MOCAD at community events and public programs.

Administrative Support

- Oversee the day-to-day administrative operations of MOCAD's public and educational programs, ensuring timely coordination and execution of program logistics.
- Manage and maintain comprehensive internal program calendars, digital filing systems, artist and partner contracts, and facilitate effective communication across departments to support seamless collaboration.
- Take a lead role in monitoring and reconciling program budgets, including processing vendor invoices, artist payments, and expense reimbursements, while ensuring alignment with grant guidelines and institutional financial protocols.
- Maintain organized and up-to-date documentation to support accurate and timely reporting for grants, audits, and institutional funders.
- Coordinate scheduling and logistics for program-related meetings, including note-taking, agenda creation, and follow-up communications.

Program Evaluation & Data Management

- Support the ongoing evaluation of programs by designing and administering feedback tools such as surveys and interviews, and gathering audience and participant insights to inform future programming.
- Track attendance and engagement metrics across all programs and analyze data to support departmental reporting, strategic planning, and impact assessment.



- Collaborate with development and education teams to synthesize evaluation data for donor reports and funding proposals.

Marketing & Communication

- Serve as the primary liaison between the Programs and Communications teams to ensure the timely and strategic promotion of programs across MOCAD's digital, social media, and print platforms.
- Draft, edit, and submit clear and compelling program descriptions, schedules, and artist bios for use in newsletters, press releases, the website, and MOCAD's seasonal program guide.
- Ensure all programmatic and promotional content reflects MOCAD's commitment to accessibility, cultural equity, and institutional voice.
- Coordinate the collection and archiving of high-quality images, video, and press coverage related to programs for future promotional use and institutional documentation.

Required Skills and Experience

- Bachelor's degree in Art Education, Arts Administration, Cultural Studies, or related field—or equivalent professional experience.
- A minimum of 2 years of experience in arts programming, event coordination, education, or nonprofit work.
- Deep interest in contemporary art, museum education, and community engagement.
- Strong organizational skills with the ability to manage multiple projects and timelines.
- Excellent written and verbal communication skills.
- Familiarity with the Detroit cultural landscape and commitment to culturally responsive programming.
- Proficiency in Microsoft Office, Google Workspace, and event platforms (e.g., Eventbrite, Zoom).

Work Environment

- Indoor museum environment

Physical and Demands

Continuously requires:

- Communicating accurately with others
- Operating computers and other office-type equipment
- Detecting and discerning visual stimuli and color

Frequently requires:

- Remaining in a stationary or standing position for long periods of time
- Position oneself on or under objects



Occasionally requires:

- Moving about inside the gallery space
- Moving objects up to 50 pounds

To apply for this role, please email your resume and cover letter as a PDF to jobs@mocadetroit.org. Unfortunately, we are unable to respond to inquiries about hiring or this position.