

# Briscoe Western Art Museum – San Antonio, Texas

## Position Description

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### Education and Programs Coordinator

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**Reports To:** Education and Programs Manager  
**Fair Labor Standard Act Status:** Full-time; exempt with specific benefits  
**Department:** Education and Programs

#### POSITION SUMMARY

This position serves a critical role in the coordination, scheduling, and administration of all Museum programmatic offerings—from tours to our annual Yanaguana Indian Arts Market. S/he will help identify of strategic partnerships and innovative programmatic offerings to raise awareness and relevance of the Briscoe Museum within the local community. This position reports to the Education and Programs Manager.

#### ESSENTIAL FUNCTIONS

- Plan, schedule, coordinate, and staff programs in conjunction with the Museum’s mission and institutional capacity
- Identify and cultivate strategic community partnerships in an effort to increase public awareness and engagement through programming
- Serve as a collaborative member of a larger institutional team that maps out yearly programmatic offerings—including the film and distinguished lecture series
- Participate in social media initiatives and messaging for the Education & Programs Department in collaboration with our Marketing Coordinator
- Participate in departmental strategic planning
- Coordinates the Museum’s tour program—including management of tour calendars, dissemination of tour confirmation packets, Docent communications, iPad content maintenance, and on-site for group tour logistics
- Maintain Lil Partners’ program to include Buckaroo Bags and other programming
- Assist in generating reports and tracking tour and program attendance statistics
- Respond to all tour and public program inquiries in a timely manner
- Manage event calendars and coordinate facility worksheets
- Represent the Education & Programs Department at weekly Operations Committee meetings to ensure that all programmatic needs are planned for and effectively communicated
- Maintain current registry of schools, districts, and other stakeholders
- Work collaboratively with other Museum departments frequently and as needed
- Other duties as assigned; some weekend and evening work required

#### QUALIFICATIONS

- Bachelor’s Degree required
- Fluency in Spanish preferred
- Minimum 2 years professional experience

- Strong attention to detail and accuracy
- Excellent oral and written communication skills
- Ability to work well with others and maintain professional manner using tact, initiative, good judgment, and confidentiality
- Ability to organize multiple tasks and responsibilities while maintaining efficiency
- Advanced computer skills, proficiency with Microsoft Office
- Interest in art, history of the American West, and museums

**WORKING CONDITIONS:**

We provide paid training. Position requires periods of standing, walking, and/or sitting. May occasionally need to lift and carry up to 20 pounds, push and pull up to 40 pounds with the assistance of a cart. Evening, weekend and holiday work may be required.

**Interested parties can send a cover letter and resume using any one of these methods:**

**Facsimile/FAX**

Subject: Education and Programs Coordinator

Fax Number: (210) 299-4118

**or**

**Email**

Subject: Education and Programs Coordinator

[info@briscoemuseum.org](mailto:info@briscoemuseum.org)