

**PROGRAM COORDINATOR**

**The Position**

MCA Denver is seeking an enthusiastic and detailed-oriented individual to join our programs team. Ideal candidates will delight in coordinating the many complex details of programs and productions, beginning in the planning stages, and continuing through the post-event wrap-ups. This role is responsible for interfacing with the internal teams and artistic talent to bring weekly productions to life, including contracting speakers, managing ticketing platforms, ordering supplies, and managing program evaluation. This role helps to make sure MCA Denver programs are world-class experiences, both for the artists and presenters we showcase, and the audiences who attend our events and programs.

The position is full-time with benefits. We are headquartered and this position is based in the downtown Denver area. On-site evening and weekend hours are required, so a flexible schedule is necessary.

**About You**

* You have a minimum of 2 years’ experience in museum, educational or cultural organizations.
* You enjoy collaborating with a dynamic team, artists, and performers to execute the logistical details of a variety of public programs in both a museum setting and on location and the Holiday Theater.
* You have excellent organizational and problem-solving skills, you can communicate with a variety of audiences, you like planning and are always thinking several months out, and you are well-organized.

**A Day in the Life**

**Programs**

* Coordinate, organize details of and implement Museum programs for all audiences, including lecture series, music programs, openings, and other events.
* In collaboration with the Assistant Director of Education and Director of Education, plan and produce Museum programming.
* Coordinate pre-production planning, talent contracting, and ticketing.
* Draft talent contracts, and process check requests.
* Create event documentation, project timelines, production schedules, and run of shows, and post-event checklists.
* Coordinate day-of production, for both on and off-site events, including set-up of chairs, tables, and audio-visual equipment, break down and clean-up of space, and other production details.
* Identify and obtain required special event permits and licenses.
* Generate event reports and conduct post-event evaluations.
* Opportunity to concept a program under the supervision of the Director of Programming & Education.

**Collaboration**

* Collaborate with Marketing to assist in the development of program collateral, including associated web content, ticketing needs, and printed flyers and posters.
* Act as liaison between the Museum and all talent and vendors. This may include coordinating logistics, preparing contracts, sourcing, and hiring third party vendors, ordering supplies, organizing contract labor, making travel arrangements, and scheduling accommodations.

**Finance**

* Assist with managing the departmental and event budgets.
* Manage and track program expenses.
* Manage and track online ticket sales and revenue goals.

**What You Bring to Us**

* Achieved or pursuing 4-year degree in Education, Museum Studies, Fine Art, Art History, or in a related field, or an equivalent combination of education and/or experience.
* A minimum of 2 years’ experience in a museum educational or cultural organizational setting.
* Excellent organizational skills, written and oral communication skills, ability to prioritize work and tasks.
* Requires the ability to embrace, support, and integrate MCA Denver’s philosophies to promote and demonstrate our commitment to diversity, inclusion, equity, and anti-racism.

**Physical Requirements**

* The physical demands described here are representative of those that must be met by a staff member to successfully perform the essential functions of this job. Reasonable accommodations may be made upon request to enable individuals with disabilities to perform the essential functions.
* Ability to speak, understand, and communicate in English language effectively. Ability to hear adequately in person, in personal and group settings.
* Ability to work with, and process information from, a variety of individuals and media (e.g. computers, projected images, printed materials), and sitting and/or standing up to 6 hours per day.
* Mobility necessary to access various offices and a wide variety of meeting and museum settings. Mobility necessary to perform a variety of tasks that involve standing, walking, sitting, stooping, kneeling, bending and twisting, occasionally climbing stairs or using an elevator, possibly reaching chest high and overhead for materials.
* Ability to reach for, move and/or lift up to 50 pounds and the use of hands to finger, handle, or feel objects, tools, or controls.

**About Us**

The Museum of Contemporary Art (MCA Denver) is a nonprofit organization providing an innovative forum for contemporary art that inspires and challenges, creating understanding and dialog about the art of our time. MCA Denver is paving a new path for a 21st century museum that is Both/And: We are both advancing the field of contemporary art and providing a platform for creative expression, in the broadest sense of the term. We present both world-class exhibitions and quirky events, serious lectures and epic parties. We are both sophisticated and unpretentious. We welcome all audiences, celebrate all voices, and share all stories to provide one-of-a-kind experiences for our community.

**Our Core Values**

We are:

*Adventurous* – We are risk-takers. We are creative, open, curious, and sometimes weird.

*Excellent* – We strive to be the best in our field, we have high expectations, we believe in being resilient, creative problem-solvers, and professionals.

*Human Centric* – We are collaborative. We strive for emotional intelligence, and we value relationships.

*Inclusive* – We are welcoming to all audiences, voices, and stories. We believe in being authentic and inclusive. We actively seek and engage with diverse perspectives.

MCA Denver is committed in policy, principle, and practice to maintaining an environment that prohibits discriminatory behavior and provides equal opportunity for all persons. MCA Denver affirms its commitment to provide a welcoming and respectful work and educational environment, in which all individuals within the museum community may benefit from each other’s experiences and foster mutual respect and appreciation of divergent views. All employment decisions at MCA Denver are based on business needs, job requirements and individual applicant qualifications, without regard to race, color, religion, or belief, ancestry, age, sex (including pregnancy, sexual orientation, and gender identity), family or parental status, or any other status protected by law. MCA Denver will not tolerate discrimination or harassment based on any of these characteristics.

**Our History**

MCA Denver was founded in 1996 by philanthropist Sue Cannon and a group of committed volunteers and artists who responded to the community’s need for a contemporary art museum in Denver. In 2007, we opened our new, 27,000-square foot, environmentally sustainable facility in the Riverfront neighborhood of lodo Denver. Our building has five galleries on two floors as well as dedicated education spaces, a gift shop, an innovative art lending library, and a rooftop bar and café. In 2021, MCA Denver will be opening a satellite location at the Holiday Theater in Denver’s Northside. This 380-seat auditorium will be the site of some of the museum’s programming and events beginning the Spring of 2022.

Visit us at <https://mcadenver.org> to learn more.

**Application Process**

* This is an exempt, salary position. The salary range is $40,000 to $44,000 commensurate with experience and includes our standard benefits package, including a medical plan, dental plan, basic term life insurance, short term disability, 403b retirement, holiday pay and generous paid time off.
* Please submit your interest via our applicant portal <https://mcadenver.org/program-coordinator>
* Applications will be accepted until the position is filled, but priority consideration will be given to those received by June 15, 2022.