

Part-Time | **Public Programs Associate** at the New Bedford Whaling Museum

Introduction

The New Bedford Whaling Museum ignites learning through explorations of art, history, science and culture rooted in the stories of people, the region and an international seaport. Anchored in the city's whaling industry, the Museum documents and shares the diverse stories of this vibrant maritime region and its people, both bygone and current. Serving close to 7,000 participants per year, the Museum's Public Programs engage visitor's in the Museum's content in new, vibrant and accessible ways, helping the museum to achieve its mission and serve its community.

Position Description

Reporting to the Public Programs Manager, the part-time Programs Associate supports all aspects of the administration and delivery of a yearly series of lectures, symposia and conferences, exhibition openings and connected programs, family and community programs, and community partner programs.

Institution Facts

Established: 1903
Employees: 44
Volunteers: 100
Annual Budget: 4 million

Position Details

Location: New Bedford, MA
Schedule: Part-Time,
some nights/evenings
Salary: \$15 -\$17/hr

The Team

You will be a part of the Ed/Public Programs Dept.
You will report to the Manager of Public Programs
You will collaborate with all Museum departments

Your Job:

- Support the Manager of Public Programs in managing the Museum's calendar of public programs including implementation, communication, promotion, and execution
- Communicate programming needs and expectations across all museum departments
- Provide technical and logistical support for in-person, hybrid and virtual Museum programs
- Serve as a point of contact during events including organizing and communicating with vendors
- Document and track program data including updating and maintaining the program calendar, Zoom, Eventbrite, Google documents, Excel, etc.
- Perform other duties that support the work and growth of the Museum, its mission and the Department of Education and Public Programs including completing a yearly work plan and evaluation

This role is a good fit if you:

- Have a background in supporting or coordinating events or programs
- Have strong interpersonal and communication skills
- Understand and have the ability to operate basic AV technology
- Are excellent at organizing, including multitasking, time management, and meticulous attention to detail
- Have the ability to handle pressure and make split-second decisions
- Enjoy and are comfortable working with the public

Other Preferred Qualifications

- Are familiar and comfortable with different online platforms and technology like Social Tables, Calendarwiz, Google Drive, Excel Workbook, Microsoft Word, Eventbrite, Zoom, etc.
- Have experience maintaining and building enriching business relationships and partnerships
- Have innovative ideas for public programs and reaching new audiences
- Thrive in a collaborative, fast-paced work environment that requires flexibility, organization, digital literacy and creativity

Part-Time | **Public Programs Associate** at the New Bedford Whaling Museum

Other important things to note

- This position will require an in-person presence at the Museum for programs but some work, with the pre-approval of a supervisor, can be completed remotely.
- Part-time employees who work more than 28 hours per week are eligible for the health plan at the part-time employee rates and are eligible to participate in the Museum's retirement plan.

APPLICATION INSTRUCTIONS: Send resume and cover letter to Christina Turner, Director of Education and Public Programs at cturner@whalingmuseum.org. The New Bedford Whaling Museum is committed to diversity among its employees and encourages qualified candidates from all backgrounds to apply.