



GENERAL INFORMATION

Title:	Program Assistant
Classification:	Non-exempt
Reports to:	Community Programs Manager
Salary:	\$18.00/hour

JOB DESCRIPTION

Summary/Objective

Vizcaya Museum and Gardens is a National Historic Landmark that preserves the Miami estate of agricultural industrialist James Deering to engage our community and its visitors in learning through the arts, history, and the environment.

This temporary position will support community, family and school programs at Vizcaya. The Program Assistant will be involved in the planning, coordination, logistics, implementation and evaluation of programs, under the guidance of the Community Programs Manager. The ideal candidate has experience with and background in informal education, environmental education, environmental sciences, outdoor education, arts education, public history or related field. The ideal candidate has strong interpersonal skills, works well with the public, including but not limited to adults and school-age children, can work independently and in team settings, and values working in highly diverse and inclusive environments.

This position requires an average of 20 hours per week and is needed from December 2017 through August 15, 2018. Programs require evening and weekend hours.

Essential Functions

1. Cooperate with museum staff and volunteers to respond to the needs of diverse program attendees.
2. Assist with the planning, coordination, logistics, implementation and evaluation of community and monthly family programs (these programs are scheduled on evenings and weekends). This includes overseeing program logistics on the day of implementation as well as the public facing facilitation of programs.
3. Assist with setup and breakdown before and after programs.
4. Work with other team members to source, purchase and inventory supplies and materials before and after programs.
5. Occasionally assist with attendee registration, arrival and welcoming.
6. Assist with program evaluation, data management and analysis related to program evaluation.
7. Other tasks and duties required for the proper development of programs as needed.

Competency or position requirements

1. Flexible schedule and able to work an average of 20 hours per week, including evenings and weekends. Candidate must be present on dates of select programs to support them.

2. Attend program planning meetings (dates TBD as development occurs). A schedule of hours will be determined with the Community Programs Manager and planning meetings will take place during this schedule.

Work Environment/Physical Demands

Program support takes place indoors and outdoors. Ability to negotiate various terrain including stairs indoors and outdoors, and walk/stand or be mobile for at least 90 minutes in various weather conditions. Reasonable accommodations may be made for individuals with disabilities to perform essential functions.

Position Type/Expected Hours of Work

This position requires an average of 20 hours per week and is needed from December 2017 through August 15, 2018. Programs require evening and weekend hours.

JOB REQUIREMENTS (EDUCATION, EXPERIENCE, CERTIFICATION)

Education and Experience

Required

1. Must be 18 years or older.
2. Diploma in or currently studying informal education, environmental education, environmental sciences, outdoor education, arts education or public history.
3. Fluent in English.
4. Strong verbal communication and interpersonal skills.
5. Experience facilitating informal education programs.
6. A professional presence demonstrating flexibility and patience while upholding institutional policies and procedures.

Preferred

1. Bilingual English and Spanish preferred.

Certifications Required

N/A

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

To apply

Please submit a cover letter and resume to:

Sandra Williams
Human Resources Director
hrvizcaya@vizcaya.org

No phone calls please.

EOE

Vizcaya Museum and Gardens is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, national origin, pregnancy, age, disability, marital status, familial status, sexual orientation, gender identity or expression, status as a victim of domestic violence, dating violence or stalking, protected veteran status or other characteristics protected by law.