



POSITION DESCRIPTION

COMMUNITY PROGRAMS COORDINATOR

Vizcaya Museum and Gardens is a National Historic Landmark and accredited museum in Miami, Florida (www.vizcaya.org). The Community Programs Coordinator oversees the coordination, implementation, and evaluation of creative, mission-based community programs to attract and engage diverse audiences across Miami. Through community programs, this position will deepen engagement, increase attendance, and uplift community voices. Vizcaya's value as a vital and relevant community-centered place. The position is on the Engagement & Cultural Resources Team in the Community Partnerships, Programs and Interpretation Department and reports to the Manager for Community Partnerships and Programs.

Vizcaya is owned by Miami-Dade County and is operated by the non-profit Vizcaya Museum and Gardens Trust, Inc. Our mission is to preserve the estate's cultural and environmental resources to engage people in connecting with the past, understanding the present and shaping the future. Our vision is to position Vizcaya as an enduring, inclusive, and innovative place that inspires people to embrace the cultural vitality and environmental sustainability of the world around us.

Essential Functions

- Coordinate mission-aligned programs that creatively explore Vizcaya's past, present and future for a variety of audiences.
- Identify and secure program vendors, artists, and contractors.
- Draft contracts and process payments.
- Coordinate program logistics, and implement community and family programs
- Procure, prepare, and inventory programs supplies.
- Serve as principal communicator and liaison between departments, external partners, and participants to ensure seamless and successful programs.
- Create and process program ticket sites and registrations.
- Collaborate with Vizcaya's Communications department to develop content and outreach strategies for advertisements, web content, and other promotional materials in a timely manner.
- Professionally and courteously manage inquiries via telephone and email.
- Maintain timely and accurate program statistics. Prepare reports as needed.
- Collect and administer surveys to track visitor engagement and satisfaction.
- Direct volunteers and contracted vendors as needed.

This job description is not designed to be comprehensive; duties, responsibilities and activities may change at any time with or without notice.

Position Requirements

- At least 2 years of work experience as a primary event implementer coordinating programs, including: developing activities/performances/programs that meet organizational goals, overseeing contracts, guiding support staff, and complying with facilities requirements.
- Ongoing experience troubleshooting operations during programs/events.
- Demonstrated teambuilding, communications, and project management.
- Positive attitude, good interpersonal skills, flexibility and commitment to collaboration and customer service.
- English fluency.
- Proficiency with Microsoft Office.

Factors Vizcaya Will Consider When Evaluating Applicants and Determining Compensation

- Additional relevant work experience, training, and education.
- Strong commitment to equity and inclusion.
- Experience working with artists and/or arts organizations is a plus.
- Spanish, Haitian Creole and other language skills.

Compensation

Vizcaya Museum and Gardens offers competitive compensation with generous paid leave, retirement benefits, and robust medical and other insurance for full-time employees. Salary will be based on the selected candidate's experience and skills. The anticipated compensation is approximately \$42,800 for someone meeting the requirements of the position to approximately \$47,000 for someone exceeding them.

Work Environment/Physical Demands

The majority of work is done in an office setting, with some portion involving interaction with the public, community members, partners, vendors, contractors and other constituents on and off site. Vizcaya is a non-smoking environment.

Position Type/Expected Hours of Work/Schedule

This is a full-time (40 hours per week), exempt position, typically Monday-Friday. Evening and weekend work is required for programs.

To Apply

Please submit a resume and a cover letter expressing your interest in this position to: HRVizcaya@vizcaya.org. Please reference the position title in the subject line of your email.

Equal Opportunity Employer

Vizcaya Museum and Gardens is committed to equity and inclusion and is engaged in a strategic process to ensure that our staff, Board, and volunteers reflect our community's diversity. Vizcaya welcomes applicants from groups that are underrepresented in cultural organizations and seeks to recruit, develop, and retain a diverse workforce.

Vizcaya Museum and Gardens is an equal opportunity employer. Vizcaya respects people of all backgrounds and does not discriminate based upon race, religion, color, national origin, ancestry, sex, pregnancy, childbirth, sexual orientation, gender identity, gender expression, age, marital status, familial status, status as a protected veteran, status as an individual with a disability, status as a victim of domestic violence, dating violence or stalking, or other applicable legally protected characteristics protected by law.

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