Overview:
The Program & Event Coordinator directs the Museum’s public programs as part of the Guest Experience Team. They are responsible for the development, implementation, and evaluation of all programs at the Museum. They ensure our programs engage diverse audiences and create a positive experience for our Museum guests. They also plan and coordinate the Museum’s annual “Party on the Portico” concert series.

Primary Duties & Responsibilities:
• Provides leadership and vision as a member of the Guest Experience Team to grow and diversify audiences through a full calendar of programs and events.
• Develops, plans, implements, and evaluates all on-site and off-site programming.
• Fosters relationships, working with relevant constituencies and partners, including with education professionals, community groups, targeted audiences, and new audiences.
• Advances the Museum’s mission by strengthening and growing program revenues.
• Establishes priorities and long-range plans, which serve the mission and are aligned with the Master Plan
• Assists with writing and research for grants as requested; completes program reports.
• In consultation with the Director of Communications & Community Engagement prepares content for Museum publications that describe and/or market programs to audiences, educators, and special constituencies.
• Works with Development Team to support the training and scheduling of Museum volunteers for programs and events
• Provides the Digital Media Specialist with programming content for the Museum’s website as well as social media and other marketing needs
• Participates in relevant professional activities to maintain an awareness of current practices and issues in the museum field.
• Supports other Guest Experience and Museum-wide responsibilities as needed.

Qualifications:
• Bachelor’s degree in related field or equivalent experience
• Strong interpersonal, oral, and written communication skills
• Excellent skills in guest service, hospitality, and diplomacy
• Self-directed with the ability to take initiative and anticipate actions needed; ability to exercise discretion and independent judgment
• Must be a team player in an active museum environment
• Excellent project management skills
• Demonstrated ability to organize and prioritize short-term and long-term projects
• Flexibility to work days, evenings, weekends, special events and holidays
• Proficient in Microsoft Office Suite with experience in database management

**Salary and Benefits:**

This full-time, non-exempt position will offer a wage range of $35,000 to $38,000 annually, depending on experience. In addition, you are entitled to a generous benefits package, including health insurance and paid time off.

**How to Apply:**

Please prepare a cover letter and resume in one PDF document, saved as "Last name. First name. Program Application” and “Program and Event Coordinator Application” in subject bar to Desiree Peacock at dpeacock@buffalohistory.org. Resumes will be reviewed on a rolling basis until the position is filled. No phone calls.