Position:        Parent to Kid Connection (PKC) Program Coordinator  
Department:    Education   
Supervisor:    Director of Education   
Job Type:      In-person, Part-Time, Hourly 20-30 hours/week

Position Summary:
Passionate, detail oriented and highly organized professional who will select 20 session speakers and artists for a new pilot program, Parent to Kid Connection at Young At Art Museum. Position will liaise with partner agencies- Broward Healthy Start Coalition, Early Learning Coalition, and artists and create a parent and child program designed to make YAA more accessible to lower and moderate-income families. Topics include Creating Beautiful Bonds, Work-Life Balance, Parenting For Special Needs, Co-Parenting Communication, Good Cop Bad Cop, A Balancing Act, Cultural Parenting Practices, Understanding Child Development, Creative Parenting, On The Go Parenting, and Family Tree. Session topics will be paired with artist activities to raise awareness about what contemporary families need with parent and child art projects.

General Duties:
- Facilitate positive relations between the public, artists, staff, partners, donors and all other involved parties
- Scheduling guest artists, speakers, and community partners for the 10 sessions September 2023 to June 2024
- Work with Marketing Manager to coordinate communications- website, print, social media, media
- Create evaluation tool and maintain program records, attendance, photos, reports, and presentations
- Adhere to grant requirements, timelines, budget working with CEO, CFO, and Curator of Cultural Development
- Work with the installation team to ensure exhibit is properly and safely installed and deinstalled
- Schedule and organize program-related meetings and events
- Serve as an ambassador for the museum in the community.
- Work to YAA staff to keep programs on schedule, within stated budgets and functioning smoothly.
- Support program growth and development as necessary.

Knowledge, Skills and Abilities Required
- Working experience in the art or entertainment industry or educational organization.
- Strong customer service, communication and organizational skills.
- Must be detailed, accurate, professional, and possess excellent verbal communication skills.
- Positive and energetic attitude.

No calls or in-person visits. Please send an email and cover letter to humanresources@yaamuseum.org

Young At Art Museum is an equal opportunity employer