Public Programs Coordinator
Full time position

General Summary
The Dixon Gallery and Gardens' Public Programs Coordinator serves as an essential member of the education team in the design, implementation, and evaluation of dynamic, innovative, and inclusive programs for adults.
Reports to: Director of Education

Job duties and responsibilities

• Plan, implement, and evaluate adult programs, including talks, lectures, workshops, classes, community events and experiences for adults.
• Work directly with garden staff to create horticulture adult programming.
• Supervise instructors, art therapists and work closely with teaching artists.
• Schedule, manage and implement adult gallery and garden group experiences.
• Create interpretation materials to support collections and exhibitions.
• Improve the Dixon docent and gallery instructor program, with training, communication strategies, scheduling, and ongoing supporting programming.
• Work closely with community partners and individuals, promoting programs, co-creating meaningful and sustainable experiences.
• Manage the public programs budget.
• Participate in other areas of educational programming, including youth, outreach, events, and community programs.
• Assist with all major events at the Dixon.
• Actively participate in Dixon strategic planning to support the museum’s mission and goals.
• Other duties as assigned.

Qualifications
Minimum Education/Experience required:

• B.A. or B.F.A in Art History, History, Art Education, Museum Studies, or related field
• A minimum of four years of direct service with adult program design, implementation, and evaluation
Required skills and abilities:

- Dependable and positive attitude!
- Ability to co-create and work closely with different groups, including education, Dixon staff, and community partners.
- Demonstrated ability to build connections within the Memphis community.
- Ability to work independently and have flexibility.
- Self-directed, energetic, highly motivated, and outcome oriented.
- Ability to inspire action and be mission driven.
- Demonstrated ability to work with diverse populations including young adults, older adults, and people with different physical and mental abilities.
- Excellent interpersonal skills are a must.
- Strong oral and written communication skills are required.
- Organizational abilities and attention to detail are essential.
- Computer fluency and project management skills required. (Microsoft)
- Work on certain evenings and weekends is required.

Interested candidates should submit resume, cover letter and references to Margarita Sandino, Director of Education at msandino@dixon.org, by August 14, 2023.