

# THE METROPOLITAN MUSEUM OF ART

## EMPLOYMENT OPPORTUNITIES

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### **Education Operations Coordinator/ Education Department**

**The Metropolitan Museum of Art**, one of the world's finest museums, seeks an Education Operations Coordinator in the Education Department. This position will provide administrative and operations support to the Uris Center, Education offices, and Educational Media areas. In addition to Uris Center and Educational Media administrative and operations oversight, the coordinator will be responsible for contributing to the overall operations and administration of the Education Department, providing administrative support for projects coordinated by the Education Operations/Media teams in collaboration with other colleagues in the Education Department. This includes working competently and efficiently in the Artifax room booking system and Tessitura payment and ticketing software and mastering the Microsoft Office Suite and other software necessary for efficient administration of Ed Ops, Ed Media and the Uris Center. This also includes learning any new software programs and organizational systems that are incorporated into the Operations/Media workflow and exhibiting an understanding of the educational technology needed to execute Education and other media rich Museum programs in the Uris Center and around the Museum.

The ideal candidate for this position must be able to multitask, prioritize and possess strong organizational and leadership skills. They must consistently exhibit a positive customer service attitude and insure that their interactions with their Met colleagues and external rental clients in Uris, the Education offices and the Museum at large are cordial and competent. Prior supervisory experience is required.

#### **Primary Responsibilities and Duties:**

- Oversees Education Operations Team
- Collaborates with Educational Media Coordinator & Educational Media team
- Coordinates administrative projects related to Education Office Operations
- Coordinates Uris Center Promotional Databases & Promotional Mailings and outreach
- Primary point person for data entry and confirmation of internal Uris Center room requests
- Education liaison with Security and other museum departments for Education's Gallery Approvals
- Primary point person for forwarding information concerning gallery closings, building construction and building repairs to Education Staff.
- Primary point person for entry of Education Gallery Use Approvals into the 7-Day Opening Calendar.
- Assists with Uris Exhibitions
- Assists Senior Manager with Uris rentals

- Coordinates Uris Center section of Sharepoint intranet page.
- Assists with Education festival Operations
- Monitors and responds to correspondence in the Education e-mail box
- Acts as a Safety Monitor for Education Offices
- Assists, when necessary, with the physical set-up of educational facilities (lifting, moving, and arranging of tables, chairs, whiteboards, furniture etc.)
- Assists with the maintenance of storage rooms and publication inventory
- Assists with additional operations as necessary in the Education offices
- Assists with additional operations as necessary in the Uris Center
- Other related duties

## **Requirements and Qualifications:**

### **Experience and Skills:**

- Supervisory experience
- Organized, self-starter
- Event planning experience preferred
- Tessitura, Artifax, Vista, or other booking, inventory management and/or ticketing software proficiency required
- Microsoft Office Suite proficiency required
- Attention to detail is required
- Strong interpersonal skills and ability to work effectively with others required
- Minimum 3-years of experience working in facilities management, operations, hospitality or related area desired
- Available to work weekends and a flexible weekday schedule when necessary
- Must maintain good attendance, and punctuality

### **Knowledge and Education:**

- BA degree in arts administration, management, business, hospitality or related area required
- Educational technology knowledge preferred
- Interest in visual arts a plus

Please send cover letter, resume, and salary history to [careers@metmuseum.org](mailto:careers@metmuseum.org) with “Education Operations Coordinator/Education Department” in the subject line.

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