



**THE AFRICAN AMERICAN MUSEUM IN PHILADELPHIA  
JOB DESCRIPTION**

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**Position Title:** Family and Community Programming Coordinator  
**Department:** Education  
**Position Reports To:** Curator of Education

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**POSITION SUMMARY:**

The African American Museum in Philadelphia (AAMP) seeks an experienced program manager to coordinate the museum's schedule of family and community programs, maintain established partnerships and manage other tasks within AAMP's Education Department. The position's principle responsibilities will include coordination of AAMP's established calendar of family and community programming, confirming workshop consultants, and ensuring the timely posting of programs on the museum's website and other calendars. This is a part-time position reporting to the museum's Curator of Education.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Serve as liaison for ongoing Education Department programs, as necessary.
- Respond to inquiries regarding Education Department programs and related matters
- Plan and manage established Family and Community programs, including:
  - Macy's Family Fun Days
  - Kwanzaa
  - Martin Luther King Day Observances
  - Black History Month
- Serve as the contact for community partners as assigned
- Manage Traveling Trunk and other educational products and services, including training group leaders, giving presentations, and monitoring/coordinating trunk maintenance
- Work with AAMP staff and PR consultants to ensure the timely posting of publicity for family and community programs
- Works under direction of Curator of Education to coordinate and implement exhibition-related educational materials and programs
- Assist with creating, implementing and evaluating teacher workshops and school programs
- Assist with recruiting, hiring, evaluating and maintaining administrative records for teaching artists and other workshop facilitators
- Assist giving tours to student and adult groups
- Perform other duties as assigned

## **QUALIFICATIONS, SKILLS AND ABILITIES REQUIRED:**

### **EDUCATION/EXPERIENCE REQUIRED:**

- Education and program management experience
- Bachelor's Degree in Education, History, Museum Studies or other related field preferred
- Familiarity with Philadelphia history
- Knowledge of local cultural and education communities

### **SKILLS & ABILITIES REQUIRED**

- Excellent writing, speaking, organizational and interpersonal skills
- Ability to speak in public and give tours
- Ability to work both independently and as part of a team
- Experience and skills in the use of basic software including MS Word, PowerPoint, Publisher, etc.
- Must possess current Child Abuse and Criminal Background clearances. If not current must acquire prior to the start of term
- Well organized and efficient manager

Expected hours: 24 per week

Please send your resume and cover letter to [scunningham@aampmuseum.org](mailto:scunningham@aampmuseum.org)