



## Public Programs Coordinator

Department: Education  
Reports To: Public Programs Manager  
FLSA Status: Non-Exempt

### POSITION SUMMARY

The Public Programs Coordinator assists in planning, coordinating, and executing outstanding public programs on history, culture, and civil society related to the Museum's exhibitions and mission. These programs inform, educate, further positive community relations, engage diverse audiences, and help the Museum fulfill its public and educational charges. The Public Programs Coordinator also assists in coordinating volunteers.

### RESPONSIBILITIES

- Work with Public Programs Manager to plan, coordinate, and execute public educational programs, including:
  - Research program ideas, draft conversation and topic outlines, and identify prospective speakers
  - Maintain up-to-date program calendar on several platforms
  - Use Patron Manager to set up public programs and manage ticketing
  - Plan and assist with details for programs, including logistics, speaker travel, staffing needs, and program timelines
  - Execute programs, including set up and tear down, running the check-in desk, and coordinating with other team members and vendors
  - Communicate with Community Partners for programs
- Help Volunteers Manager coordinate a large pool of volunteers, including:
  - Assist with volunteer application and interview process
  - Manage scheduling and placement of volunteers
  - Assist with volunteer recognition
  - Use Patron Manager to update volunteer profiles and shift schedule
  - Attend volunteer, career, and community fairs on behalf of the Museum
- Provide administrative and research support to the Public Programs Manager and Volunteers Manager
- Assist with the Museum's Junior Board and attend meetings, as needed
- Work closely with Barbara Rabin Chief Education Officer and other Education team members to provide support to the full department, as needed
- Other duties and projects as assigned

## EDUCATION

- Required: Bachelor's Degree
- General knowledge of the Holocaust, human and civil rights history, cultural issues and an affinity for/knowledge of modern history and politics are a plus

## EXPERIENCE AND SKILLS

- 1-2 years of experience in events/programs & volunteer coordination
- Strong interpersonal skills and ability to work effectively in a team environment
- Strong writing skills
- Highly detail-oriented, organized, and flexible
- Familiarity with Patron Manager/Salesforce or other CRM software is a plus
- Familiarity with non-profit organizations, preferred

## PHYSICAL REQUIREMENTS:

- Ability to lift up to 40 lbs. and carry items while walking
- Ability to set up and break down in-house event rooms
- Ability to work some non-standard hours as most programs take place on weekday evenings or weekends
- Ability to occasionally walk and stand for periods up to or exceeding one hour

## COMPETENCIES

- |                                     |                   |
|-------------------------------------|-------------------|
| 1. Judgement/Decision Making        | 5. Customer Focus |
| 2. Communication – Oral and Written | 6. Integrity      |
| 3. Organization/Planning            | 7. Initiative     |
| 4. Business Literacy                | 8. Teamwork       |

## Dallas Holocaust and Human Rights Museum Core Values

**Respect:** We treat everyone with dignity and respect.

**Empathy:** We understand that people have varied experiences of struggle and triumph, and we treat everyone with compassion.

**Inclusivity:** We value people's differences and strive to make the Museum accessible to all.

**Excellence:** We work to perform at the highest possible level in everything we do.

**Integrity:** We act ethically and transparently.

**Courage:** We are Upstanders.

The Dallas Holocaust and Human Rights Museum is an equal opportunity employer. We value and strongly encourage a diverse environment.

Applicants, please send cover letter referencing the job title and resume to [resume@dhhrm.org](mailto:resume@dhhrm.org).