



## **PUBLIC PROGRAMS ASSISTANT**

### **JOB DESCRIPTION**

**Department:** Education  
**Reports to:** Public Programs Manager  
**Date:** October 2018  
**FLSA Code:** Non-Exempt

**Location:** San Francisco  
**Status:** Full Time  
**Hours:** 40 Hours

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#### **SUMMARY OF POSITION:**

The Public Programs Assistant reports to the Public Programs Manager and is responsible for facilitating projects and providing administrative management for the implementation of existing educational programs and the planning of new initiatives.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The following reflects The Walt Disney Family Museum's definition of essential functions for this position, but does not restrict the tasks that may be assigned. The Public Programs Manager may assign or reassign duties and responsibilities to this position at any time.

#### **PROGRAM MANAGEMENT**

- Assist the Public Programs Manager in planning unique educational opportunities relating specifically to museum exhibitions
- Assist the Public Programs Manager in the planning of screenings, community days, and festivals
- Assist the Public Programs Manager in the planning of public programs such as talks and panels
- Coordinate with internal partners to schedule and implement guest lectures, workshops, community days, and festivals
- Occasional public speaking required, including introducing program presenters, moderating panel discussions, and communicating interpretive content to audience members
- Apply skilled research techniques, assisting Public Programs Manager and Senior Public Programs Coordinator with enhancing existing programs and implementing new initiatives
- Work alongside the Senior Public Programs Coordinator to write content for education projects such as film intros and web copy for quarterly programs
- Using museum guidelines, write contracts for program presenters in a timely manner
- Communicate with confirmed speakers to confirm travel arrangements
- Maintain internal documentation of education department finances
- Organize ticketing needs for upcoming events through museum's ticket program
- Organize and order supplies needed for public programs
- Other duties as assigned

#### **QUALIFICATIONS:**

- Excellent interpersonal skills, and ability to relate to members of the educational community at all levels
- Possess a high level of initiative, follow-through, and flexibility

- Detail oriented and ability to manage a number of projects simultaneously
- Proven proficiency in museum practices and methods

#### **EDUCATION AND EXPERIENCE:**

A combination of experience and education that demonstrates possession of the necessary knowledge and abilities for this position is desired as noted:

- A Bachelor-level degree in Museum Education, Education, Art, Art History, Animation, Science, or a related discipline from an accredited institution
- One year of experience in museum education
- Experience with and knowledge of museum education techniques and resources
- Experience in developing participatory experiences for adults and children

#### **SKILLS AND ABILITIES:**

- Public speaking skills
- Ability to collaborate on program design and implementation
- Strong interpersonal skills
- Strong writing and research skills
- Strong organizational skills

#### **Physical Demands & Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Physical requirements include stooping, kneeling, bending, standing, squatting/crouching, crawling, pushing/pulling, and reaching above the shoulders and lifting of up to 25 lbs. Work may require weekends and/or evenings.