



PUBLIC PROGRAMS COORDINATOR

JOB DESCRIPTION

Department: Public Programs/Marketing & Communications

Location: San Francisco

Reports to: Public Programs Manager

Status: Full Time

Date: September 2026

Hours: 40 Hours

FLSA Code: Non-Exempt

Some weekends and evenings required

Hourly rate: \$28 - \$30/hour (DOE)

SUMMARY OF POSITION:

The Public Programs Coordinator reports to the Public Programs Manager and is responsible for facilitating projects and providing administrative management and strategic planning for the implementation of existing educational programs and the planning of new initiatives. Programs are currently hosted in-person as well as virtually, requiring flexible hours multiple days each month to accommodate evening and weekend events.

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

- In collaboration with the Public Programs Manager, strategize, plan, and execute public programs, film screenings, community days, member events, and community exhibitions.
- Coordinate the planning and implementation of family programs such as Storytimes, including selecting and communicating with guest instructors, working with internal parties, and managing day-of logistics of the event.
- Coordinate efforts and communication with related departments, including Education, Marketing, Guest Experience, Store, Facilities, Ticketing
- Choose the selection of monthly films and work with internal partners to schedule and implement screenings.
- Assist the Public Programs Manager in planning unique programmatic opportunities relating specifically to museum exhibition and gallery content, including in-gallery interpretive activities, WDFM mobile app, community exhibitions, and other opportunities
- Occasional public speaking required, including introducing program presenters, moderating panel discussions, and communicating interpretive content to audience members
- Overseeing the needs of guest speakers and directing the responsibilities of staff and volunteers during weekend programming.
- Assistance in coordinating, refining, and helping create presentation materials used in programs

- Apply advanced research techniques to assist Public Programs Manager and Director of Marketing and Communications in enhancing existing programs and implementing new initiatives
- Write copy for public program descriptions and additional content such as film introductions, member magazine content, and other resources
- Assist with asset collection and organization for all programs
- Coordinate all VR forms and collaborate with the VR Manager in keeping calendar up-to-date
- Using museum guidelines, prepare contracts and itineraries for program presenters in a timely manner
- Coordinates the travel bookings and travel itineraries, and communication with confirmed speakers to arrange and confirm travel arrangements.
- Maintain internal documentation of department finances and strategize for, ensure, and track revenue and budget goals including monthly dashboards
- Monitor program sales and website updates.
- Assist with the back-end duties for virtual programs, including Q&A moderation, troubleshooting, video editing, and general program assistance
- Act as lead and host virtual and in-person programming when Public Programs Manager is unable to do so
- Organize and order supplies needed for public programs and coordinate with guest experience on stock and supply orders and replenishment for in-gallery activities
- Assist Public Program Manager with the building of Community Exhibitions content and communication
- Attend off-site events and conferences when needed
- Other duties as assigned

QUALIFICATIONS:

- Excellent interpersonal skills and ability to relate to members of the museum community at all levels
- High level of initiative, follow-through, and flexibility
- Detail-oriented focus and ability to manage multiple projects simultaneously
- Knowledge of animated films and television, animation history, and Disney History
- Applied knowledge of virtual program practices and methodology preferred
- Video editing and production experience a plus

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:

- Bachelor's degree or equivalent work experience
- Two years of experience in public programming, museum and/or art education, or related experience
- 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
- Proficient in Microsoft Word, Powerpoint, Excel, and Adobe Acrobat
- Some experience with film editing software such as Adobe Premiere Pro

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. Physical requirements include stooping, kneeling, bending, standing, squatting/crouching, crawling/kneeling, pushing/pulling, climbing (ladders), reaching above the shoulders, lifting of up to 50 lbs., lifting and transporting moderately heavy objects such as furniture, file cabinets, equipment, boxes, etc. Work may require occasional weekend and/or evening work.