

**Santa Cruz Museum of Art & History**  
**POSITION DESCRIPTION**

Title of Position:       **Outreach Coordinator**  
Classification:         Minimum of 30 hour per week, Non-Exempt

**General Purpose of Position:**

Working under the supervision of the Learning & Engagement Manager and in collaboration with other staff, this position helps to develop strategic and sustainable community partnerships for the Santa Cruz Museum of Art & History (MAH). A member of the exhibitions and programs team, this position works with a wide range of audiences, with a focus on engaging diverse and marginalized populations in Santa Cruz County.

**Principal Duties and Responsibilities:**

This position works to increase the engagement of underserved communities with the MAH, including Black, Indigenous, People of Color (BIPOC), LGBTQ+ members, older adults, individuals with disabilities, the economically disadvantaged, and other underrepresented groups in Santa Cruz County.

**Essential Job Functions:**

- Lead strategic community engagement through outreach efforts. Strengthen the MAH’s relationship with Santa Cruz County and its visibility within and beyond our community. Responsibilities include:
  - Lead the development, implementation, and evaluation of outreach engagement.
  - Create a plan for intentional community reach and to more effectively engage different populations with the MAH through off-site programs, exhibitions, and events.
  - Conduct community assessments: collect stories/data from outreach efforts to guide programmatic frameworks, support marketing, and to identify gaps as well as opportunities to address them.
  - Build relationships with community leaders, organizations, and community members.
  - Bridge new and established partnerships with MAH staff to ensure ongoing and sustainable relationships across teams.
  - Collaborate across teams to develop a plan to better involve and incorporate feedback from community members in the design and implementation of MAH community engagements, including the MAH’s programmatic framework.
  - Provide creative and inclusive solutions to address disparities in the community to better connect the work of the MAH.
  - Participate in and support events throughout the community.
  - Create and maintain detailed documentation of all aspects of outreach efforts.

- Lead the MAH’s Latinx Engagement Initiative. Develop and manage sustainable and equitable institution-wide Latinx engagement plans. Train, guide, and evaluate all staff in their contribution to the Latinx Engagement Initiative through their work.
  - Strategize Latinx engagement in all MAH programmatic frameworks by collaborating across teams and identifying gaps as well as opportunities to address them with intention.
  - Co-lead large-scale Latinx community events and celebrations.
  - Support and collaborate with the exhibitions team to help as needed with exhibitions, Limited Series, Biennial Festivals, and other public programs.
  - Train, and manage interns and volunteers.
- General
    - Be able to work within a fast-moving environment and to deliver within restricted time, space, and financial resources.
    - Be able to utilize various electronic communication means to accomplish the duties and responsibilities of the position.
    - Be able to work with a diverse range of people.
    - Support the mission of the MAH in accordance with the strategic plan, Board direction, and adherence to the policies in the employee handbook.
    - Attend board and committee meetings as necessary.
    - Be physically present at the MAH a minimum of 50% of the work week.

**Qualifications:**

- Bachelor's degree in a related field or 3+ years of professional experience.
- Experience collaborating with diverse community members and leaders.
- Awareness of the cultural, social, and economic disparities in the community.
- Committed to participating in anti-racism work.
- Experience elevating BIPOC in the community and workplace for the growth of BIPOC stories and voices in the community.
- Strong leadership skills and management experience.
- Excellent oral and written communication skills.
- Proven experience with co-creating and delivering inclusive and intentional engagements.
- Strong professional contacts and relationships with artists, historians, writers, collectors, and other creatives.
- Ability to utilize various electronic communication means to accomplish the duties and responsibilities of the position.
- Must be able to work a flexible schedule.