The Mattress Factory is an Equal Opportunity Employer. The museum is committed to workplace diversity and to providing employment opportunities to all qualified applicants without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.

**SUMMER PROGRAMS COORDINATOR**

**FSLA status:** Temporary, full-time, non-exempt position

**Dates:** June 22nd to August 21st, 2020

**Hours:** Monday – Friday, 8:00am-4:00pm

**Hourly Rate:** $15.00

**Reports to:** Director of Education and Community Engagement

This position may be for you if you are patient, organized, flexible, a strong communicator, and comfortable working with a wide range of people including children, teens, parents/guardians, grandparents, and museum staff.

WE ARE:

The Mattress Factory, a contemporary art museum on the North Side of Pittsburgh founded in 1977. We feature site-specific installations created by artists in residence from around the world.

**YOUR ROLE:**

The Mattress Factory’s Education Department is seeking applicants for a full-time temporary Summer Programs Coordinator. The Coordinator will support the Education Program Manager and Education Director in the planning and implementing of Summer Programs at the Mattress Factory. The primary responsibilities of the Coordinator will include the management of communications, data, and logistics for Summer Programs.

Mattress Factory Summer Programs will include full- and half-day, weeklong camps, July 6 – August 14, 2020, for children ages 4-14. The Coordinator may occasionally support Teen Workshops during the summer.
YOU WILL ALSO:

- Assist Education Program Manager and Director to ensure safe and positive Summer Program experiences at the Mattress Factory
- Serve as the primary point of contact between Mattress Factory staff and parents/guardians of summer campers
- Photograph camps/projects, track attendance, and create project summaries for grant reporting purposes
- Generate content for and manage MF Studio social media for Summer Programs
- Order and maintain studio supplies, furniture, tools, and snacks
- Coordinate field-trips and gallery activities with Teaching Artists, Educators, Managers, and Facilities
- Collect information from Teaching Artists to share in communications with parents/guardians
- Organize student forms, rosters, and waivers for each week of camp
- Facilitate sign-in and sign-out for each day of camp
- Create end-of-week newsletters to share with parents/guardians and staff
- Coordinate end-of-week performances for campers and family/friends

QUALIFICATIONS:

- Minimum of one year working in an administrative capacity
- Minimum of one year experience in customer service
- Strong communication skills including the ability to draft and edit documents and emails, and communicate politely and effectively by phone and in person with staff, campers, and parents/guardians
- Ability to work independently and in teams to manage deadlines and collect and synthesize information for grant reporting purposes
- Strong understanding of Microsoft Office programs, especially Word, Excel, and PowerPoint
- Strong organizational skills and attention to detail
- Strong creative problem-solving skills and willingness to adapt to a wide variety of environments and audiences
- Basic understanding of child development, including an ability to communicate effectively with and anticipate the needs of children
- Basic understanding of art materials, tools, and safety procedures
- Basic Adobe Photoshop skills
- Ability to lift and carry 25 lbs. and stand for short periods of time
- FBI, Act 33/34 and PA Child Abuse Clearances are required by start of employment

TO APPLY: Email a brief cover letter and resume to jobs@mattress.org. Please put “Summer Programs Coordinator” in the subject line. No calls, please.