

**JOB OPPORTUNITY:**

**Program Coordinator Latino Museum Studies Program Undergraduate Expansion**

**Applications due by Friday, July 2, 2021**

This position is located in the Smithsonian Latino Center (SLC) in Washington, DC. The SLC is responsible for supporting Latino initiatives at the Institution, including research, exhibitions, collections, publications, digital/ online presence, public, educational, and pathway programs. The SLC also manages and develops exhibitions in collaboration with other Smithsonian museums.

The SLC is expanding and consolidating its Latino Museum Studies Program (LMSP). Established in 1994, LMSP was designed to promote the professional development of emerging Latino scholars (graduate students) and museum professionals. With generous support from The Andrew W. Mellon Foundation, SLC will expand and consolidate LMSP to include paid undergraduate internships. The new program is designed to increase the number and presence of Latino art museum professionals through hands-on learning opportunities with art collections, archives, digital culture, conservation, exhibition design, and educational programs. The internships will take place at different museums and research centers within the Smithsonian Institution and the National Gallery of Art (NGA). The LMSP expansion will support the professional development of the next generation of Latino art museum professionals, in partnership with Hispanic-Serving Institutions (HSIs), university museums and galleries, community-based museums and cultural centers, and allied professionals, including museum-adjacent scholars, independent curators, museum educators, conservators, and digital media specialists.

The Program Coordinator position supports the Program Manager with all program components, including identifying internship projects, speakers, and workshops. They will also assist with external organizations' partnerships, recruitment, budget tracking, and day-to-day logistics. The Program Coordinator will also develop and implement an internship alumni program in collaboration with the Latino Museum Studies Program Graduate Fellowship team. The purpose of this position is to: 1) Support the planning, implementation, promotion, and evaluation of the Latino Museum Studies Program Undergraduate Expansion; 2) Coordinate with the broader Latino Museum Studies Program to research, implement, and monitor an alumni program supporting undergraduate intern participants; and 3) Collaborate with Program Managers of the Latino Museum Studies Program with reporting for the Mellon Foundation grant award, and shared Smithsonian resources.

**SALARY**

This is a Full Time Smithsonian Temporary Trust Fund (non-Federal) Position not-to-exceed 5 years with a starting salary comparable to the US Federal pay scale for Washington, DC at IS-9, starting at \$60,129/year. In addition, it includes a Smithsonian Trust employee benefits package, including full health and leave benefits.

**NOTE:** United States citizenship is not required. However, if the selected applicant is not a United States citizen, or if their education is not from a United States education institution, the selected person will have to 1) obtain an appropriate visa to work in the United States and 2) must show proof that the education credentials have been submitted to a private organization that specializes in interpretation of foreign educational credentials and that such education has been deemed to be at least equivalent to that gained in conventional US education programs; or an accredited US state university reports the other institution as one whose transcript is given full value, or full value is given in subject areas applicable to the curricula at the state university.

**MAJOR DUTIES**

**Support the planning, implementation, promotion, and evaluation of the Latino Museum Studies Program - Undergraduate Expansion**

Coordinates the Latino Museum Studies Program Undergraduate Expansion, a pathway program designed to increase the number and presence of Latino art museum professionals through hands-on learning opportunities in art collections, archives, digital culture, conservation, exhibition design, and educational fields. The internship includes lectures, workshops, and behind-the-scenes access to the Smithsonian and National Gallery of Art. The Program

Coordinator's responsibilities include 1) Assist with program logistics; 2) Facilitate communication between Smithsonian Latino Center and the internship mentors and projects at the Smithsonian and National Gallery of Art; 3) Coordinate internship scheduling for speakers and workshops, supports with recruitment, and day-to-day logistics. This includes written materials including internship handbook, intern biographies, program agenda, and recruitment materials in collaboration with internship managers across SI units to ensure cross-unit compliance (badges, network access, etc.), and the National Gallery of Art.

### **Coordinate with broader Latino Museum Studies Program to research, implement, and monitor an alumni program supporting undergraduate intern participants**

The Program Coordinator will work closely with the Program Manager and the Latino Museum Studies Program summer fellowship Manager and Coordinator to develop a comprehensive alumni program. They will research, and document existing program alumni (ELAC interns to date) and new program expansion alumni. Collaborating with participating colleges and universities, the Program Coordinator will also track internship participants with four-year transfer and graduate studies pursuits as part of the Alumni network. This can include interviewing internship participants for program improvement and reporting as necessary.

### **Collaborates with Program Managers of the Latino Museum Studies Program with reporting for the Mellon Foundation grant award and shared Smithsonian resources**

The Program Coordinator will collaborate with the Program Managers overseeing the undergraduate and graduate programs with tracking and reporting various data per Grant Guidelines. They will also support with documenting the program, supporting social media campaigns for the internship, and continuous research on best practices and trends in museum studies.

## **QUALIFICATIONS**

- Knowledge of U.S. Latino history, art, and culture
- Specific knowledge and skills in planning, managing, implementing, and evaluating programs and initiatives
- Experience managing or participating in museum internship or fellowship programs
- Excellent cross-cultural communication skills and experience working with culturally diverse national constituencies
- Excellent bilingual (English and Spanish) verbal and written communication
- Experience with community outreach, and external relationship cultivation
- Strong computer literacy, including advanced skills in Microsoft Office, Adobe Suite, and other database programs
- Knowledge of the operation of museums, cultural centers, and educational institutions
- Strong writing skills, including detailed reports, budget tracking, and preparation of visual aids
- Project coordination skills including liaison with various stakeholders, written and verbal communication, and
- Demonstrated time management skills, including competing deadlines, communication with external stakeholders, and database maintenance
- Experience with coordinating review panels
- Ability to conduct research on museum careers and exhibition development such as conservation, education, digital humanities, and experience with related best practices as well as specific Latino content area.

## **Physical Demands**

The Program Coordinator works in a typical office environment, requiring sitting at a computer workstation for long periods. Some lifting will be necessary (up to 45 pounds) when arranging storage areas, receiving or distributing shipments, and setting up or moving equipment and program materials.

## **HOW TO APPLY**

To apply, send a résumé, and a cover letter which outlines your qualifications to [LMSPIInfo@si.edu](mailto:LMSPIInfo@si.edu). Applications must be received by **COB Friday, July 2, 2021**. The Smithsonian Institution is an equal opportunity employer.