RACE: Are We So Different? Program Coordinator

Primary Purpose of Position:

The primary purpose of the RACE: Are We So Different? Program Coordinator position is to develop and distribute content and programs for the RACE: Are We So Different? pop-up exhibition and TalkAboutRace.org website. This position will report to the Director of Evaluation & Project Management and coordinate with the Exhibits and Education sections in the Museum, Cultural Anthropologist Dr. Yolanda Moses and other outside partners. The Program Coordinator will work to continue updating the “RACE: Are We So Different?” exhibit and give it a North Carolina context.

Key Responsibilities:

Duties include, but are not limited to:

- Updating educational content for the “RACE: Are We So Different?” pop-up exhibit and companion website
- Researching topics related to race and racism
- Developing educational programs and materials that support the message of the exhibition
- Engaging with minority communities to develop meaningful relationships with NCMNS
- Working collaboratively with various Museum teams to develop educational content
- Working collaboratively with various content experts to check for accuracy
- Supporting the pop-up exhibit by answering questions from visitors and host venues
- Coordinating distribution of pop-up exhibit and occasionally traveling to host venues
- Understanding, attracting, welcoming, engaging and re-engaging audiences and stakeholders
- Attending and participating in conferences and events relating to Justice, Equity, Diversity, Accessibility and Inclusion (JEDAI)
- Assisting with the development and implementation of initiatives to support diversity and inclusion at the Museum
- Occasional in-state travel required
- Typical work schedule is 8am–5pm, Monday-Friday with 1–2 weekends a month and evening hours as needed and assigned, some flexibility in hours is possible within a 30–40-hour work week

Qualified candidates must have:

- The ability to discuss race and racism with various audiences
- An understanding of how race and racism has, and continues to impact, people’s lives
- Demonstrated experience working with underserved audiences
- Knowledge and understanding of modifications to educational materials and presentations that are needed for individuals with different backgrounds and abilities
- Demonstrated experience with creating and delivering interactive and experiential education programs and events
- The ability to work with people of all ages, cultures and educational backgrounds
- Demonstrated knowledge of working with community organizations
Management Preferences (to determine the MOST QUALIFIED):

- Knowledge of website development
- Knowledge of North Carolina history
- Knowledge of de-escalation and conflict management tactics
- Knowledge of group facilitation & education methods
- Ability to communicate effectively both orally and in writing
- Ability to work with minimal supervision
- Ability to develop and maintain effective relationships with others

Minimum Education and Experience Requirements

Some state job postings say you can qualify by an “equivalent combination of education and experience.” If that language appears below, then you may qualify through EITHER years of education OR years of directly related experience, OR a combination of both. See oshr.nc.gov/experience-guide for details.

- High School Diploma and two years of museum or related work such as teaching, writing, community engagement, website content creation, etc.

Applications

To apply please send cover letter and resume to shelby.gull.laird@naturalsciences.org by 5:00pm on December 15, 2023. This is a Temporary Position at $19 per hour, 30–40 hours per week funded until November 2024.