SITE Santa Fe is a non-profit contemporary arts organization based in Santa Fe, New Mexico. Since its founding in 1995, SITE Santa Fe has presented 11 biennials, more than 90 contemporary art exhibitions, and works by hundreds of emerging and established artists from around the world. SITE also presents public and educational programs that include conversations with artists and curators, film screenings, performances, concerts, hands-on workshops, and collaborations with Santa Fe Public Schools.

SITE Santa Fe is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, gender, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

Summary
The Public Programs Coordinator reports to the Ring Director of Education and Curator of Public Practice and works collaboratively with other departments to plan and execute an array of diverse Public Programs at SITE Santa Fe including talks, performances, dance, and music. The Public Program Coordinator is an integral team member that coordinates all aspects of the Public Programs including but not limited to administrative responsibilities and also, technical riders and logistics day-of. Evening and weekend hours are required.

Responsibilities:
- Support the Curator of Public Practice in the planning, coordination, and execution of all Public Programs at SITE Santa Fe.
- Responsible for all administrative responsibilities connected to the Public Programs including:
  - Communicating with the presenters/performers/speakers about their program, timelines, expectations, etc.
  - Preparing, sending, and receiving of letters of agreement with presenters
  - Coordinating all travel and accommodation for presenters coming from outside of Santa Fe
  - Preparing all paperwork for processing of timely payment to presenters
  - Setting up ticketing links on the museum's website, and monitoring and reporting on ticket sales.
  - Creating run of show documents for each program and disseminating the information to the museum staff
• Manage the technical riders for all Public Programs, and coordinates a production plan for each program, including assisting with presenter media such as PowerPoint or videos and facilitating sound checks, as needed
• Coordinate with videographers, photographers, piano tuner, other contract labor and staffing needed for each of the Public Programs
• Print and set-up signage at each of the Public Programs as well as setting up and breaking down the presentation space. (including getting coffee etc when needed)
• Manage the will call list and ticketing for each event and present at each Public Program to support and troubleshoot.
• Coordinate and set-up equipment to run live streaming for select programs, and provide videography or audio production support, when necessary
• Accommodate any other needs required for Public Programs
• Work with SITE’s External Affairs department to promote the events, and compile text and images for marketing including, printed and/or digital newsletters and for press.
• Participate in weekly department meetings, and provide production updates to museum staff.
• Perform other support tasks for the Public Programs as needed.

Qualifications
• At least 3 years of experience working in administration, museums, public programming, or related fields.
• At least 1 year of experience working in a production setting.
• Strong organizational skills, and a strong attention to detail.
• A/V experience and videography skills preferred, but not required.
• Excellent interpersonal skills, and the ability to communicate well with others.
• Ability to prioritize and manage time, multitask, take initiative, and meet deadlines in a fast-paced environment with rapidly shifting priorities.
• Must be a self-starter and creative problem solver.
• A high degree of computer literacy and competency in the Google and MS Office suites.
• Ability to work collaboratively with staff and maintain a high degree of professionalism in a dynamic and creative setting.
• Embrace SITE’s commitment to diversity, equity, inclusion and accessibility.

Application instructions: Applicants should submit a resume and a cover letter to job@sitesantafe.org, with the subject line “Public Program Coordinator”.