

JOB DESCRIPTION

Job Title: Program Assistant (part time)

FLSA Status: Non-Exempt

Department: Public Programs

Reports to: Event Manager, Public Programs

THE WEITZMAN

The Weitzman National Museum of American Jewish History (The Weitzman) uses the stories of the Jewish People to connect people to history, identity, and culture. Located on Philadelphia's historic Independence Mall, The Weitzman present exhibitions, educational experiences, and public programs that inspire learning, dialogue, and community engagement.

The Public Programs department produces more than 75 events annually, including author talks, performances, films, family programs, cultural celebrations, panel discussions, and more. These programs take place at The Museum, throughout the community, and online- and they reflect The Weitzman's role as the Nation's Jewish Museum, and Philadelphia Center for Jewish Life and Culture.

Reporting to the Event Manager, Public Programs, the Program Assistant supports the planning, coordination, and execution of a wide range of public events and audience engagement initiatives. This role is ideal for an early career professional who is highly organized, detail-oriented, collaborative, and enthusiastic about creating meaningful cultural and educational experiences. The Program Assistant will play a key role in event logistics, family programming, departmental administration, and maintaining systems that help the Public Programs team operate efficiently.

Role and Responsibilities

1. Program Planning and Coordination
 - a. Support the planning, coordination, and execution of more than 75 annual public programs, including author talks, performances, films, family programs, cultural celebrations, panel discussions, and virtual events.
 - b. Support work with other departments in the Museum, community partners, artists, speakers, and vendors to coordinate program logistics.
 - c. Lead in the coordinating and implementation of family programming, including annual holiday programs such as MLK Jr Day, Presidents Day, Independence Day, and Christmas Day.

- d. Assist in coordinating and executing logistics for onsite, offsite, and virtual programs.
 - e. Assist in event planning processes including scheduling, timelines, permits, licensing, contracts, and vendor coordination as needed.
 - f. Assist with venue and site partners regarding event logistics, set up requirements, schedules, and operational needs.
2. Event Production and Operations
- a. Process and track program proposals and related documentation.
 - b. Prepare, organize, and maintain contracts, production schedules, run-of-show documents, and other departmental records.
 - c. Maintain departmental calendars, project management systems, and event planning databases.
 - d. Support the Public Programs staff with administrative and operational projects.
 - e. Ensure accurate recordkeeping and organization of departmental files and resources.
3. Digital Platforms and Audience Engagement
- a. Utilize platforms and software systems to support program implementation, including ticketing, event registration, websites, webinar platforms, surveys, and email marketing tools.
 - b. Assist with the creation and maintenance of event webpages and registration systems.
 - c. Support audience communication and engagement efforts before and after programs.
 - d. Manage video uploads, program recordings, and digital archives.
4. Collaboration and Special Projects
- a. Work collaboratively across museum departments to support public engagement initiatives.
 - b. Assist with special projects and department-wide initiatives as assigned.
 - c. Contribute to a positive, welcoming, and audience-centered experience for all program participants.

Qualifications

- High School or equivalent combination of education and experience.
- 1-3 years of experience in event coordination, public programming, education, museums, arts and culture, or a related field.
- Strong organizational skills and attention to detail, with the ability to manage multiple projects and deadlines simultaneously.

- Excellent written and verbal communication skills.
- Ability to work both independently and collaboratively in a team environment.
- Proficiency with Microsoft Office and Google Workspace.
- Ability to work evenings and select holidays as required by the Museum's public programming schedule.
- Commitment to creating welcoming and inclusive experiences for diverse audiences.

Physical Requirements

- Ability to lift, carry, and move materials and equipment weighing up to 30 pounds.
- Ability to stand and walk for extended periods during event set up, execution, and breakdown.
- Ability to assist with event setup and strike, including moving tables, chairs, signage, and event supplies.
- Ability to work evenings, as well as select weekends and holidays as required by The Museum's programming schedule.

Work Environment:

- Work takes place in in office at a desk, standing and walking across other museum spaces, and in other venues as needed.
- Requires sitting and standing for long periods of times.
- Requires regularly scheduled work on site at The Weitzman.
- Schedule includes weekdays, weeknights, as well as select weekends and holidays.
- Hourly rate from \$17 - \$20/hour.

TO APPLY:

Email resume to employment@theweitzman.org. Because of the volume of applications received, only those selected for an interview will be contacted. No calls, please.