Position Title: Community Organizer  
Department: Exhibitions & Programs  
Reports to: Curator of Public Practice  
Position Classification: Regular, Full-Time, Non-Exempt

About the Queens Museum:
The Queens Museum is dedicated to presenting the highest quality visual arts and educational programming for people in the New York metropolitan area, and particularly for the residents of Queens, a uniquely diverse, ethnic, cultural, and international community.

The Museum fulfills its mission by designing and providing art exhibitions, public programs and educational experiences that promote the appreciation and enjoyment of art, support the creative efforts of artists, and enhance the quality of life through interpreting, collecting, and exhibiting art, architecture, and design.

Position Overview:
As a key member of the Queens Museum’s Exhibitions and Programs team, the Community Organizer works with the team to research, coordinate, and assess the museum’s community engagement strategies. Serving as the point of contact between the department and key external stakeholders, including elected officials, city agencies, cultural partners, and community-based organizations – they will be responsible for nurturing and strengthening the museum’s community relations with a particular focus on supporting ongoing leadership development, civic engagement, and community organizing initiatives that address cultural, racial, and economic equity issues in the local community.

Essential Functions:
● Developing strong, strategic, cross-sector relations with community groups, government officials, and other cultural institutions, to extend the Museum’s services to a wider community.
● Work with local cultural producers and artists to actively program and steward Corona Plaza, including programming the summer long monthly Corónate festival.
● Identify and communicate the evolving needs of our neighbors and neighborhood to ensure a welcoming and engaging environment for diverse audiences, including but not limited to, access issues pertaining to language, different abilities and learning styles, and non-binary gender identities.
● Research, develop and implement new public initiatives that forge closer connections to the local community and that increase access to, awareness of, interest in, and appreciation for contemporary art and public practice.
● Represent the museum as part of the Flushing Meadows Corona Park Community Advisory Board and support other members’ active participation through outreach and strategy development.
● Work closely with all departments to foster relationships and outreach for commissioned and presenting artists whose projects contain a significant participatory element.
● Work with the communications team to create information destinations and promotional materials across multiple platforms that resonate with diverse audiences.
● Provide support for the museum’s collaboration with Queens College MFA Social Practice Program.
● Support colleagues in programs both on and off-site as needed.

While this list may represent the primary duties required of this role, the list does not constitute a complete or exclusive list and is subject to change.

Minimum Qualifications:
● Fluency in written and spoken English and Spanish
● Minimum of 4 years of experience either as a community organizer or in the museum and cultural organizing field with demonstrated experience in community engagement, public programming, and popular education methods
● Experience of working closely with immigrants and diverse communities
● Excellent interpersonal skills and ability to collaborate with diverse groups
● Knowledge of the art field and international arts community with demonstrated experience in public practice and community engagement
● Excellent research, written and verbal communication skills
● Excellent computer skills
● Availability to work evenings and weekends

Desired Qualifications:
● Educated to Bachelor Degree level or equivalent
● Fluency in Mandarin, Korean, Bengali, or Arabic
● Ability to translate documents and provide simultaneous interpretation in any of these languages

How to Apply:
Please send resume and cover letter to: HR@queensmuseum.org