

Friday, April 15, 2022

Job Posting: Project Coordinator, Disability Justice Education Project

Company: Supporting Transitions, MAC
Location: New York, NY
Compensation: \$900 project fee

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Supporting Transitions, Museum, Arts and Culture Access Consortium (MAC)

Who We Are + What We Do

Following the passage of the Americans with Disabilities Act in 1990, the Museum, Arts, and Culture Access Consortium (MAC) was formed by a small group of museum and disability professionals that started meeting informally to discuss topics related to accessibility at their New York-based institutions.

Today, MAC has grown into an active group of accessibility advocates from across the New York City cultural world who work to share resources, offer learning opportunities, and increase equity for disabled people at cultural institutions. To learn more, visit MAC's website: ?? <https://macaccess.org/>

Supporting Transitions is a project of MAC dedicated to increasing opportunities for adults with neurodevelopmental and intellectual disabilities in cultural organizations. We do this through employment initiatives such as internships and training programs, professional development for cultural organizations, and partnerships with employment support agencies.

Job Description

30 Hours Total

Coordinator will be paid a stipend of \$900

Project start date: Late May, 2022

Project end date: October 31, 2022

Hours will vary week to week based on the needs and the activities of the project.

The goal of the project is to develop a curriculum that will help our network of autistic, neurodevelopmentally and intellectually disabled teens and adults better understand Disability Justice. We have found that more resources are needed for this community about Disability Justice and we will be engaging disabled artists and activists to contribute to this project. This year is a development year where we are engaging in exploratory practices to gather ideas and material to include in the curriculum. A series of four development sessions will be held throughout the project period with groups of contributors.

The Project Coordinator will coordinate the development sessions and document and track the progress of the project. There is an option to participate in discussions about strategic planning for the project, but this is not a requirement. As the project continues past October, MAC hopes there will be an opportunity for the Project Coordinator to remain involved. This is dependent on funding.

Primary Responsibilities and Expectations

Take notes at meetings and organize and prepare notes for discussion

Support scheduling and send meeting reminders and follow up emails

Coordinate honorarium paperwork with contributors

Work with team to process ideas and generate next steps

Workplace Environment

All of MAC's work is done remotely, and we do not have a physical location.

The Supporting Transitions team is composed of two part time staff and a volunteer subcommittee. Committee members and staff are disabled and non-disabled professionals and advocates who represent all corners of NYC's cultural landscape, including museums, theaters, gardens, and more.

We use the following tools to collaborate virtually: Zoom, Google Drive, Slack, Email.

Who You Are

You are comfortable and familiar with working in the disability industry because you have personal experience with disability and/or previous professional experience working with the disability community. You are comfortable working on a project that is in its development stages and has a flexible schedule and structure.

You have previous experience with project coordination tasks.

Required Skills:

Scheduling and coordinating meetings

Documenting conversations and meetings

Communicate with multiple people

Collect and organize payment paperwork from contributors

Additional assets that could support your work in this role:

Knowledge of and/or experience working with cultural organizations

Knowledge of and/or experience working with the disability community

Familiarity with access services

Knowledge of and interest in Disability Justice

Knowledge of and interest in curriculum development

MAC is fully committed to an accessible working environment. We believe that accessibility is a conversation and are constantly growing and changing our work practices to be accessible to whoever is involved in our Steering Committee.

MAC is committed to being an anti-racist, anti-oppression, access-centered organization and is involved in continual learning to fully live these values as an organization. MAC strongly encourages individuals with disabilities to apply, especially those who hold other historically excluded identities.

Museum, Arts and Culture Access Consortium (MAC) is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

To Apply

You can submit an application via this [Google Form](#) or by emailing stprojectleadermac@gmail.com. In the application, we ask for the following information:

Contact Information - You will be asked to share your name and email address.

Past Experience - You will be asked to share your past experience via a resume/CV, a link to a website, or in a text box.

Short Answer Questions - You will be asked to answer the following short answer questions either by uploading a document or typing your answers directly into this form.

Why are you interested in the Disability Justice project?

Please share how your prior experiences and expertise would prepare you for this job. In particular, please share about a time that you have coordinated a project.

This project involves creating and tracking payment paperwork. Imagine you have sent payment paperwork to a collaborator and requested that it be returned by a certain date. The collaborator has not yet submitted their paperwork. Please write a follow up email to the collaborator.

Application deadline: May 1, 2022

Supporting Transitions, MAC
New York, NY
<https://macaccess.org/>

For more information:
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