Katonah Museum of Art

Freelance Digital Media Coordinator

Status: Part Time
Reports to: Deputy Director
Date Posted: November 2026
Salary: $30 per hour for a maximum of 32 hours a month

SUMMARY:
The Freelance Digital Media Coordinator is responsible for enhancing and extending the reach of the museum's digital presence. The Coordinator manages, updates, and edits all content on the Katonah Museum's website.

DUTIES & RESPONSIBILITIES:

- Responsible for managing the Katonah Museum's website. This includes planning and executing a wide range of functions and working to ensure a consistent look and feel for all web content.
- Update and reformat text, images, and banners for all webpages, including but not limited to about, home, exhibition, career, and program pages.
- Maintain and update the Museum's public facing calendar.
- Develop and add e-commerce functionality as needed.
- Support e-marketing campaigns.
- Creating new web modules as necessary.
- Help to provide strategy for mobile apps and in-gallery interfaces and recommend technologies for these visitor experiences.
- Coordinate with Development staff to update and edit online ticketing and donations pages.
- Conceptualize new web/digital initiatives, make strategic recommendations, and develop appropriate plans, specifications, budgets, and metrics for success.

QUALIFICATIONS

- Strategic thinker with excellent verbal, written, and project management skills
- Executional proficiency with editing, proofreading, layout and design, including knowledge of html, or CMS sites, Adobe Creative Suite, PowerPoint, Constant Contact, and In Design
- Proficiency with Word, Excel, Outlook, and Network for Good
- Collegial team player; ability to work on multiple projects simultaneously
- Proven ability to creatively deploy resources to maximum effect
- Exceptional planning and project management skills
- Understanding of current trends in digital media/social media
- B.A. or M.A. in Digital Media, Art History or related field. A minimum of two to three years of related experience at a non-profit institution or museum is recommended.

APPLICATION:
Interested candidates should submit a cover letter and CV to jobs@katonahmuseum.org. Please include "Digital Media Coordinator" in the subject line and indicate where you saw the job posted.
There is the possibility of remote work for this position, although candidates should be able to come to the office at least once a week.

The Katonah Museum of Art is an equal opportunity employer and considers all candidates for employment regardless of race, color, gender, age, national origin, creed, disability, marital status, sexual orientation, or political affiliation. Applications from BIPOC, persons with disabilities, women, LGBTQ+, and other underrepresented applicants are encouraged.

ABOUT THE KATONAH MUSEUM OF ART:
Established in 1954, the Katonah Museum of Art is a non-collecting institution accredited by the American Alliance of Museums. Dedicated to the promotion and understanding of visual art and cultural heritage through exhibitions and education programs, the KMA is committed to presenting exceptional art from across cultures and time periods, pre-modern to contemporary. The KMA mounts three to four exhibitions annually, covering a broad range of art and humanities while responding to the most critical issues of our time through a bold and vigorous lens. The institution offers lectures, films, workshops, concerts, and other events for a general audience; and presents innovative and substantive programs for over 100 member schools. The KMA Learning Center is the only interactive space in Westchester County where children can come on a daily basis to explore and create art. Designed by eminent Modernist architect Edward Larrabee Barnes, the intimate museum building is nestled in the surrounding landscape, inviting light and natural beauty to its atrium and galleries. It perfectly ascribes to Barnes' ideals of simplicity and functionality. The Katonah Museum of Art serves as a welcoming and anchoring cultural institution within its local community, for all ages and backgrounds, as well as for frequent visitors from New York City, Westchester County, and the Tri-State Area.
The Katonah Museum of Art is an equal opportunity employer and considers all candidates for employment regardless of race, color, gender, age, national origin, creed, disability, marital status, sexual orientation, or political affiliation. Applications from BIPOC, persons with disabilities, women, LGBTQ+, and other underrepresented applicants are encouraged.

Research shows that women and people from underrepresented groups often apply to jobs only if they meet 100% of the qualifications. We recognize that it is unlikely that someone meets 100% of the qualifications for a role. If much of this job description describes you, then please apply for this role.

ABOUT KATONAH:
About 50 miles north of New York City, on the Metro North Harlem Line, the KMA is located in Katonah, New York, a hamlet in the Town of Bedford with a rich historical past and a vibrant present. Katonah is a walkable residential town with main street vitality, a burgeoning gallery scene, and an abundance of community organized cultural programming. It is also home to the Caramoor Center for Music and the Arts and the John Jay Homestead, and is positioned as a gateway to the Hudson Valley serving as an anchor to the Tri-State arts region.