Job Title
Community Programs Manager

Employment Status
Full Time

Employment Category
Exempt

Department
Learning & Engagement

Reporting Responsibility
Director of Learning & Engagement

Position Summary
Joslyn Art Museum seeks applicants for a Community Programs Manager, offering a motivated individual the opportunity to create a new and dynamic public programming plan as a transformative building expansion and renovation project nears completion and the Museum reopens after a two-year closure. The person in this role is responsible for a broad range of public programs and events that support multiple pathways for audiences of all ages, interests, and abilities to experience and connect with art on and off site, and for helping guide the Museum through intentional relationship building to grow and nurture current and future audiences.

Major Duties

- Produce diverse public programs that reflect collections/exhibitions, inspire, and inform audiences of all ages – may include gallery talks, lectures, workshops, discussion groups, performances, demonstrations, festivals, or other special events that occur onsite, in the community, or virtually
- Manage programs from conception through implementation, including scheduling and logistics, budgeting, interfacing with presenters and the public, evaluation, and maintaining related data and documentation
- Develop and oversee a new volunteer Gallery Guide program to engage adult/college groups and general visitors, including defining the program structure and activities/approaches, recruiting and training volunteers, and evaluating and evolving the program as needed
- Supervise Community Programs Coordinator whose primary focus is youth and family audiences, including day-to-day oversight of Art Works: A Place for Curiosity, other visitor interactives, and intergenerational programs
- Collaborate with Interpretation Manager to better understand target audience needs/motivations and key into relevant topics, broader conversations, approaches, and experiences that support equity and access
- Represent the Museum within the broader community to cultivate and maintain strong relationships and develop strategic partnerships
- Write program promotional material for print and online
- Contribute narrative and data for grant proposals and reports as needed
- Adhere to policies and procedures as outlined in the Employee Handbook
- When interfacing with the public, ensure all visitors to the Museum have a positive experience
• Remain knowledgeable about Museum activities, services, and layout and be willing to assist any visitor
• Other duties related to Learning & Engagement as assigned.

Qualifications

• Bachelor's degree in art history, museum education, museum studies, or related field required or commensurate relevant experience; master’s degree preferred
• Five years of experience in arts administration, or commensurate experience
• Demonstrated experience creating, coordinating, and delivering high-quality, innovative arts programs
• Demonstrated experience building and sustaining new audiences
• Strong understanding of art and contemporary cultural discourse
• Ability to prioritize and manage multiple projects concurrently
• Excellent written communication skills
• Exceptional interpersonal and oral communication skills, including public speaking and the ability to moderate discussions
• Proven ability to effectively manage people, processes, and budgets
• Ability to nurture and develop strong relationships with diverse external constituents and partners

Salary

Minimum Salary: $53,000
Qualifications and experience will be considered in the compensation for this position.

To Apply

Please submit a cover letter and resume via email to careers@joslyn.org. Joslyn Art Museum is an Equal Opportunity Employer and the Museum is committed to diversity and equal opportunity in its hiring. Qualified candidates of all backgrounds are encouraged to apply for this position. Joslyn offers a competitive salary and generous benefits package.

Joslyn Art Museum is a major regional resource for the collection, preservation, and interpretation of the visual arts. Through its collections, exhibitions, and educational programs, Joslyn Art Museum seeks to foster appreciation and enjoyment of art for the benefit of a diverse regional and national audience.