

Job Title

Community Programs Manager

Employment Status

Full Time

Employment Category

Exempt

Department

Learning & Engagement

Reporting Responsibility

Head of Community Programs

Position Summary

The Community Programs Manager will be a key member of the Learning & Engagement team, 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 adult audiences to experience and connect with art on and off-site. Equity, access, and relationship building will be vital to the work of growing and nurturing current and future audiences.

Major Duties

- Produce diverse public programs that reflect collections/exhibitions, inspire, and inform adult audiences— 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.
- Oversee a new Gallery Volunteer program to engage adult groups and general visitors. With the Head of Community Programs, the person in this role will recruit, train, and supervise volunteers; develop collection resources; and evaluate and evolve the program as needed.
- Be part of a Community Programs team that produces intergenerational museum-wide programs, such as Community Day events. Work with the Head of Community Programs and other colleagues to design, schedule, and manage logistics for large programs that feature experiences for a wide range of audiences.
- Work closely with the Learning & Engagement Assistant to manage registration for programs and scheduling of the Gallery Volunteers.
- Collaborate with Head of Community Programs 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 that support relevant and innovative programming.

- Write program promotional material for print and online.
- Administer program evaluations and gather data and documentation for grant proposals and reports.
- Adhere to policies and procedures as outlined in the Employee Handbook.
- Be knowledgeable and willing to assist any visitor with Museum activities, services, and layout.
- Other duties related to learning and engagement as assigned.

Minimum 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, museum education, or commensurate experience.
- Demonstrated experience creating, coordinating, and delivering high-quality, innovative arts programs for adults in formal or informal learning environments.
- Demonstrated experience building and sustaining new audiences.
- Strong understanding of art and contemporary cultural discourse.
- Ability to prioritize and manage multiple projects concurrently, with an understanding that there will be evening and weekend programs.
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- Exceptional interpersonal and oral communication skills, including public speaking and the ability to moderate discussions (Spanish language proficiency a plus).
- Proven ability to effectively manage people, processes, and budgets.
- Ability to nurture and develop strong relationships with diverse external constituents and partners.
- Excellent customer service and hospitality skills, including the ability to exercise good judgment in a variety of situations and to extend generosity and welcome at all times.

Salary

Minimum Salary: \$52,000

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.