

JOB ANNOUNCEMENT

Organization: National Museum of Women in the Arts
Position: Public Programs Manager
Department: Public Programs

POSITION SUMMARY:

The Public Programs Manager supports the Director of Public Programs in the creation, implementation, promotion, and evaluation of programming that stands outside of exhibitions and collections. The Manager will work primarily on [Women, Arts, and Social Change \(WASC\)](#), an initiative highlighting women and the arts as catalysts for change. WASC programming includes the Fresh Talk series—curated conversations featuring women artists, designers, activists, and innovators—and Cultural Capital programs—a series of collaborative partnerships with local organizations that build community and foster new audiences. The Manager will also coordinate the museum's Shenson Chamber Music Concerts. This is a full-time position with a competitive benefits package.

RESPONSIBILITIES:

- Manage public programs for adults, including administrative support, internal and external communications, speaker travel and accommodation, registration, partner and vendor logistics, and program budgets
- Assist Public Programs Director in ensuring that all programs are initiated, executed, monitored, and delivered on-time, within scope and budget
- Manage weekend and evening events a few times a month
- Assist Public Programs Director in developing strategies for on-site and online audience engagement
- Manage production of season brochure design, printing, and mailing
- Establish and execute e-vite promotional schedules for all events
- Input and maintain public programs website content and work closely with digital team to utilize the museum's social media platforms for program promotion
- Contribute to program narratives for reports and proposals
- Train and oversee department intern and rotating cohort of volunteers
- Maintain successful relationships with vendors, attendees, and program partners
- Represent the museum at related community events and participate in other projects as needed

QUALIFICATIONS:

Education/Experience: The position requires a bachelor's degree with at least 3 years' experience producing public programs in a museum or cultural setting, or at least 5 years of varied experience in event coordination, communications/public relations, education, and executive level administrative support, with the following skills:

- Proven track record of successful program/project management

- Superior attention to detail, organizational skills, and ability to multi-task
- Strong interpersonal skills and a positive, flexible demeanor
- Strong oral and written communication skills
- Ability to work both independently and collaboratively
- Proficiency in Adobe Creative Suite (primarily InDesign and Photoshop)
- Proficiency in Microsoft Office (PowerPoint, Publisher and Excel, Word)
- Experience working with Drupal preferred
- Experience working with cause-related organizations and groups
- Audience development, program evaluation, and grant writing experience preferred
- Familiarity with Chicago Manual of Style editorial guidelines

Please submit applications by emailing cover letter, résumé, and salary requirements to HR@nmwa.org. Successful candidates will be subject to reference and background checks. The National Museum of Women in the Arts is an equal opportunity employer.

NMWA brings recognition to the achievements of women artists of all periods and nationalities by exhibiting, preserving, acquiring, and researching art by women and by teaching the public about their accomplishments.