Job Announcement

Director of Public Programs

Position Summary
The Director of Public Programs is a full-time position that oversees the creation, implementation, promotion, and evaluation of programming that is adjacent to exhibitions and collections interpretation and advances the museum's broader mission to champion women in the arts. A current central feature of the department is Women, Arts, and Social Change (WASC), the museum’s advocacy-centered initiative focused on women and the arts as catalysts for change. Programming under the initiative includes the Fresh Talk series—curated conversations and special events featuring women and non-binary artists, designers, and innovators—and Cultural Capital Sessions—collaborations with regional partners related to the museum’s mission. This position reports to the Deputy Director for Art, Programs, and Public Engagement. This position has one (1) direct report.

Responsibilities
Functions may include, but are not limited to:
- Direct long-range planning for the museum's full range of public programs.
- In collaboration with other departments in NMWA's programmatic division, develop theme for each programming season. Curate topics and experiences for individual programs, plan partnerships, and develop budgets.
- Research topics and secure speakers, moderators, and discussants for future programs.
- Track events and trends related to women, art, and advocacy.
- Ensure programs are initiated, executed, monitored, and delivered on-time, within scope and budget. Oversee program presentations, including the introduction of participants and engaging members, donors, and supporters in attendance.
- Develop, implement, promote, measure, and evaluate public programs, audience outreach, and engagement strategies.
- Supervise Public Programs staff.
- Create and manage departmental budget as well as contracts with service providers.
- Forge and maintain cooperative partnerships with program-related organizations, universities, and other educational and cultural institutions.
- Write funding proposals to individuals, foundations, government, and corporate agencies for Public Programming needs and contribute content to grant applications related to other areas of the museum’s work.
- Present and report on department activities to museum members, donors, and colleagues as well as the general public and special constituencies.
- Partner with the museum’s Development department to complete grant reports for funders.
Qualifications
This position requires a bachelor's degree in art education, arts management, education, or other related field with at least 5 years' full-time or equivalent experience working in the production of public programs in a museum or cultural setting. The successful candidate will demonstrate the following skills/experience:

- Proven track record of successful program/project management
- Strong interpersonal skills and a positive, flexible demeanor
- Strong oral and written communication skills
- Superior attention to detail, organizational skills, and ability to multi-task
- Adept at managing staff and volunteers
- Ability to work both independently and collaboratively
- Successful audience development, program evaluation, and grant writing
- Experience working with cause-related organizations and groups
- Proficiency in Microsoft Office (PowerPoint, Publisher and Excel, Word)
- Familiarity with Chicago Manual of Style editorial guidelines

If much of this job description describes you, then you are highly encouraged to apply for this role, even if you don’t meet 100% of the qualifications. We recognize that it is highly unlikely for an applicant to meet 100% of the qualifications for a given role, and that every candidate brings unique experience and qualifications to a role. We are excited to meet you!

Compensation
The salary range for this position is $89,000 to $98,000 annually and includes a benefits package.

To request accommodations in the application or hiring process, please notify NMWA’s Human Resources department at hr@nmwa.org.

The National Museum of Women in the Arts is an equal opportunity employer. To comply with tax and legal obligations all candidates must reside in Washington, D.C., Maryland, or Virginia. Candidates must be legally eligible to work in the U.S. without visa sponsorship by NMWA.