

# Job Announcement

## Public Programs Manager

### Position Summary

The Public Programs Manager supports the Director of Public Programs in 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. Public Programming at the museum explores visual arts, literary arts, dance/movement, and music. 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. WASC programming includes the Fresh Talk series (a curated conversations featuring women and non-binary artists, designers, activists, and innovators) and Cultural Capital Sessions (a series of collaborative partnerships with local organizations that build community and foster new audiences). This is a full-time position and reports to the Director of Public Programs.

### Responsibilities

Functions may include, but are not limited to:

- 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 Director of Public Programs in developing new program content and partnerships.
- Assist Director of Public Programs 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 Director of Public Programs in developing strategies for on-site and online audience engagement
- Create descriptions of all public programs for promotional use, including artist/speaker, registration, and accessibility information.
- Establish and execute online promotional schedules for all events.
- Input and maintain public programs website content and work closely with museum's Digital Engagement to utilize the museum's social media platforms for program promotion.
- Serve as Public Programs representative to and work with Digital Engagement's interdepartmental team on implementing NMWA's digital strategy.
- Contribute to program narratives for reports and funding proposals.
- Train and oversee department intern and rotating cohort of event production volunteers.
- Maintain successful relationships with vendors, consultants, attendees, and program partners.
- Represent the museum at related community events and participate in other projects as needed.

### Qualifications

This position requires a bachelor's in art, art history, or a related field from an accredited university with three to five years of experience working in public programming or events. The successful candidate will demonstrate the following skills/experience:

- Proven experience in producing public programs or events in a cultural or arts-related setting (visual arts organization a plus).
- Demonstrated ability to oversee program production from inception to execution.
- Strong multitasking skills, with the ability to manage multiple projects concurrently.
- A collaborative and team-oriented mindset, with a genuine appreciation for working with many departments across the institution.
- Creative thinking skills, with the capacity to develop innovative and engaging public programs for adults.
- Excellent customer service skills, including the ability to effectively communicate and engage with diverse audiences.

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 \$56,500 to \$62,000 annually and includes a benefits package.

## **How to Apply**

Please apply through NMWA's online job application. To request accommodations in the application or hiring process, please notify NMWA's Human Resources department at [hr@nmwa.org](mailto:hr@nmwa.org).

The National Museum of Women in the Arts is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by federal, state, or local laws.

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.