

Honolulu Museum of Art

JOB DESCRIPTION

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| Job Title: | Public Programs Manager |
| Department: | Learning and Engagement |
| Supervisor: | Associate Director of Public Programs |
| Employment Status: | Full-Time |
| FLSA Status: | Exempt |
| Work Hours: | Monday-Friday, 8:00am – 5:00pm, Some evenings and weekends |
| Issue/Reissue Date | 03/11/2019 |

Job Summary:

Under the direction of the Associate Director of Public Programming, the Public Programs Manager is responsible for the research, development, planning, implementation and evaluation of Learning & Engagement (L&E) programs (workshops, lectures, panel discussions, and experiences) at the Museum. The Public Programs Manager is responsible for ensuring that these forward thinking programs complement and supplement the exhibition program and permanent collection, involves diverse audiences of all ages, serves the institution's mission and are guided by its long-range plans.

Minimum Qualifications:

- A Bachelors degree in Studio Art, Education, Museum Studies or related field with 1 year in a related position with similar responsibilities or equivalent combination of experience and knowledge
- A record of successful program development and management
- Excellent verbal and interpersonal skills, including the ability to speak to large groups
- Strong research and writing skills
- Ability to work effectively with staff, volunteers, children, teachers, and members of the public

Desired Qualifications:

- An advanced degree in Studio Art, Education, Museum Studies or related field with 3 years in a related position with similar responsibilities or equivalent combination of experience and knowledge
- Experience in museum environment or nonprofit organization, with multiple sites, and varying degrees of needs
- Intelligent self-starter who has the understanding of Honolulu Museum of Art's established identity and mission and is dedicated to advancing it
- Ability to work with time pressures and demands of diverse groups of people
- Proven ability to lead and build the capabilities of a driven, bright, diverse team, as well as develop a top notch work and volunteer force
- The traits of honesty, integrity, enthusiasm, and perspective; a very strong work ethic, supported by commitment and follow-through

Other Qualifications:

Core Competencies:

- Adaptability
- Business Acumen
- Change Management
- Effective Communicator
- Cost Consciousness
- Initiative and Judgment
- Planning and Organizing
- Professionalism
- Problem Solver
- Technology savvy

Essential Duties:

- Working with curators, community advisors, museum educators, artists and performers to - research, develop and implement focused and engaging public programs for audiences in connection with the museum’s special exhibitions and its permanent collections. Establish and maintain contact with other museum departments, community members and organizations as collaborative partners for the purpose of program planning and presenting, and audience development.
- Coordinate and manage public programs including education programs (i.e.: lectures, panel discussions, gallery talks and symposia) receptions and special events, tours, performances, film programs and workshops. Ensure all speaker and artist arrangements and facility logistics for the success of the program.
- Work with Director of Learning and Engagement and staff to develop strategic long-range plans, including annual goals, L&E programs, and budget.
- Develop and manage budgets for the adult programs relating to museum’s special exhibits and permanent collection installations at 900 South Beretania, Spalding House, and the Art School.
- Analyze target audiences and develop appropriate program strategies. Working with the Communications Department to ensure effective promotion of all public programs through the museum’s program guide, press releases, signage, fliers, postcards, brochures, paid advertisements and other creative forms of information dissemination.
- Function as a member of the Learning & Engagement long-range planning team.
- In collaboration with the Director of Learning & Engagement, work to increase and deepen participation of diverse audiences in museum activities.
- Other duties as assigned.

Traits and characteristics:

Must be bright, diplomatic, analytical, of the highest integrity, and possess sound judgement and a sense of humor and humility.

Working Conditions and Atmosphere:

Works with minimum supervision. Work will often be performed with short deadlines and situations sensitive to the Museum. Regular office hours are required. Due to the nature of the responsibilities, evening and weekend work is sometimes required, and at times may be on an emergency basis.

Human Resources

Date

Employee Print

Date

Employee Signature

Date

The statements contained herein describe the scope of the responsibilities and essential functions of this position, but should not be considered to be an all-inclusive listing of work duties and requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

The Honolulu Museum of Art maintains a policy of nondiscrimination in all employment practices and decisions, ensuring equal employment opportunities for all qualified individuals without regard to race, color, ancestry, religion, sex, including gender identity and expression, national origin, age, disability, sexual orientation, marital status, arrest and court record, citizenship, credit history, military service, victim of domestic or sexual abuse status, genetic information, or any other characteristic protected by applicable federal, state or local law. This applies to both Honolulu Museum of Art employees and applicants for employment with the Museum. Any form of harassment of any employee because of any protected status is also prohibited.