

**Public Engagement and Programs Manager
Position Description**

Department: Education	Reports to: Director of Education		
Type: Full-time	FLSA: Exempt	Date: July 9, 2021	Rev. Date:

BACKGROUND INFORMATION

The Wadsworth Atheneum is seeking a **Public Engagement and Programs Manager** whose primary responsibilities are to design and deliver creative, educational, and community-centered arts experiences and programs that activate the museum’s collections and special exhibitions. This position plays a leading role in cultivating collaborative programmatic opportunities and developing community-driven projects that extend the reach of the Wadsworth into Greater Hartford. The Public Engagement and Programs Manager supports relationships and develops programs that serve college and university faculty and students, including the museum’s Internship Program. The position participates in all aspects of public engagement in the museum setting, including teaching, exhibition development, and interpretation.

ESSENTIAL RESPONSIBILITIES

PUBLIC ENGAGEMENT AND PROGRAMS

- Conceive and coordinate collection-related and special exhibition programming that presents innovative, educational, and inspirational opportunities for diverse museum audiences to connect and build relationships with art at the Wadsworth. These may include concerts, performances, lectures and dialogues by invited speakers, gallery talks, drawing courses, as well as experimental formats for cultural arts and museum engagement.
- Develop and sustain relationships with external stakeholders, including but not limited to agencies in the city of Hartford, community-based organizations, advocacy networks, and the faith-based community, to further communications and community engagement efforts.
- Contribute to audience development activities to expand the museum’s public outreach. This may include building capacity for community advisory group participation in exhibition and program development.
- Advocate for values consistent with the museum’s commitment to diversity, equity, accessibility and inclusion in programs.
- Serve as educator in galleries and off-site for adults, school and university groups, teacher workshops, special courses and talks.

INTERNSHIP PROGRAM

- Recruit staff mentors and develop Internship projects, promote Internship positions, and support Interns throughout program.

INTERPRETATION

- Work closely with cross-departmental teams to support exhibition development, including devising visitor learning goals and outcomes, editing and writing in-gallery text, drafting funding proposals, and designing interpretive strategies.
- Draft, edit, and create interpretive content and in-gallery interactives for collections and special exhibitions as assigned.

ADMINISTRATION

- Develop assessment strategies and documentation for programs.
- Work with communications and marketing team to develop program promotion in print and online.
- Work with colleagues to increase funding for public engagement and programs; ensure that all funding criteria are fulfilled in compliance with program grants. Assist with grant writing and reporting.
- Plan and monitor program budgets.
- Prepare monthly and annual reports detailing activities.
- Other duties as assigned.

REQUIREMENTS

SKILLS, KNOWLEDGE AND ABILITIES

- Exceptional verbal and written communication and interpersonal skills.
- Demonstrated interest in interdisciplinary, experimental, and collaborative approaches to public programming and engagement.
- Excellent public speaking skills. Dedication to interactive and interdisciplinary teaching. Experience with object/inquiry-based teaching and learning desired.
- Strong organizational skills. Ability to manage numerous projects simultaneously and adapt to change.
- Strong knowledge of museum education theory and practice as well as art history.
- Ability to work well in a team.
- Ability to work evenings and weekends as program schedule requires.
- Aptitude in MS Office programs including Word, PowerPoint, and Excel, and databases.
- Budget management skills.
- Strong writing and editing skills.
- Close attention to detail and excellent organizational skills.

QUALIFICATIONS:

- Bachelor's degree (Master's preferred) in art history, museum education, art education or related field.
- Three to five years of experience in program planning, community engagement, or related work.
- Bilingual (Spanish/English) strongly preferred.

WORKING CONDITIONS

Climate controlled art museum with display galleries, standard offices, café, library/archives, theater, museum shop, and other non-public spaces. Work is performed primarily indoors and

occasionally outdoors in lobbies, art display galleries, public and as well as non-public offices and storage areas. Our Covid-19 related protocols mandate the wearing of masks by staff and visitors in all public areas and group settings.

Employee is required to move about their work area, between galleries and office areas, ascend and descend stairs; and stand and/or sit for extended periods of time. The employee is occasionally required to lift, drag and/or move up to 15 pounds unassisted. The employee is required to visually or otherwise identify, observe and assess.

Reasonable accommodations may be made to enable qualified individuals with a disability to perform the essential functions to the extent the Wadsworth may do so without undue hardship. The term “qualified individual with a disability” means an individual who with or without reasonable accommodation can perform the essential functions of the position.

DISCLAIMER:

Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

HOW TO APPLY

Wadsworth Atheneum is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

You can do so by sending a cover letter noting the reason for your interest and salary requirements, plus your resume to: Staffing.Education@TheWadsworth.org