**Title:** Public Programs Manager

**Department:**  Public Engagement

**Status:** Exempt, Regular, Full-time, Salary

**Supervisor:** Director of Public Engagement

**Position Description:** Works under the direction of the Director of Public Engagement.Responsible for developing and managing a balanced variety of mission-driven, audience-focused, educational public events throughout the year.

**Responsibilities:**

* Create an annual program of quality, compelling events that draws visitors to the museum, enhances their experience of the MNA’s mission, and helps build support for the institution.
* Identify, develop, and plan programs that give people a deeper understanding of MNA, each other, and the Colorado Plateau.
* Manage and deliver community and partnership events in such a way as to maintain and improve MNA’s reputation and relations with community groups.
* Build relationships with other organizations and the community to develop programs that represent and serve a diverse visitorship.
* Develop a plan for regular and robust evaluation for public events and recommend adjustments to meet audience and museum needs.
* Propose and manage public events budget.
* Hire and manage Program staff, interns, and volunteers as necessary to deliver programs.
* Identifies and hires contractors to deliver programs.
* Be pro-active in building a team-based approach to programs at MNA by leading positive, open communications with other museum departments and stakeholders.
* Create a systematic approach to working with appropriate staff to solicit ideas and content for programs.
* Identify, pursue, and obtain grants and donations to cover the costs of MNA’s program, in close collaboration with Development staff.
* Identify and coordinate space and staffing needs for museum events in close collaboration with Visitor Services and Facilities staff.
* Obtain and supervise volunteers to assist with museum event execution, working through Volunteer Coordinator.
* Promote museum events and maintain relevant webpages, under direction of Marketing Director.
* Acts as an enthusiastic advocate and personal representative for the Museum in the community by promoting its resources, programs, and services.
* Other duties as assigned

**Key Relationships:**

* Works under the direction of the Director of Public Engagement.
* Consults with Finance & HR to ensure correct procedures are in place and followed.
* Works closely with Visitor Services & Facilities to co-ordinate spaces, timing, and logistics.
* Works closely with Development staff to identify and seek external sources of funding.
* Liaises with MNA staff who may provide content for programs.
* Liaises with Visitor Services & Membership staff in evaluation of programs.
* Represents MNA to artists and other contractors who participate in programs.
* Works closely with Namingha family and Namingha Institute Oversight Panel as part of Namingha Institute.

**Education and Experience Requirements:**

* B.A. or B.S. in arts administration, management, business, or related field.
* Experience working with Native American cultures and artists a plus.
* Three years’ experience in organizing and managing special events and public programs.
* Three years’ experience supervising and motivating staff and volunteers.

**Abilities, Skills, and Knowledge:**

* Excellent communications skills, ideally with culturally diverse communities.
* Organizational skills, and ability to manage multiple projects simultaneously.
* Good organizational skills and attention to detail.
* Ability to utilize computerized system, including Microsoft Office Suite, email and internet.
* Ability to engage with the public.
* Ability to determine quality works of arts.
* Must be able to lift 30 pounds; sit, stoop or stand for extended periods of time.
* Must have visual acuity and ability to work at a computer for extended periods of time.
* Must be able to pack or unpack fragile items.

**Working Conditions:** Generally works indoors. Weekend and evening work required during events. Must be available to work long days and weekends to execute key programs.

**Other Requirements**

* Ability to travel throughout the Colorado Plateau region from time to time.
* Valid Arizona Driver’s License and ability to drive to remote areas unaccompanied.

**To Apply:** Please submit a **cover letter and resume** to employment@musnaz.org. Email is the preferred method of application submission. If you are not able to submit your application via email, please call Jill Thomas at 928-774-5211, Ext. 203 to receive additional instructions for application submission.