NORTON MUSEUM OF ART

Job Description

Position Title: Adult Programs Manager FT/Exempt
Reports to: Director of Adult Learning and Engagement
Department: Learning and Community Engagement
Organization Structure: This is the only direct report to the Director of Adult Learning and Engagement
Updated: 11/20/2022

Job Purpose

The Adult Programs Manager develops weekly Art After Dark programs, ensuring relevant programming for diverse audiences, and manages 40 of these programs throughout the year. This staff person works with the Director of Adult Learning and Engagement (DALE) to create and manage two Community Day events annually, featuring diverse programs for all ages. With DALE, creates, develops, and evaluates programs in collaboration with senior leadership, Audience Development Committee, Learning and Community Engagement, Curatorial, Development, Communications, and other departments, as well as community stakeholders, ensuring the quality and relevance of programs that expand the Museum’s audiences throughout the community.

Essential Duties and Responsibilities

Responsibilities include, but are not limited to:

Art After Dark (AAD)
- Proposes, develops, and coordinates innovative AAD programs with staff from Learning and Community Engagement (LCE), Curatorial, Communications, AV, Visitor Experience, and other Museum departments, that is also responsive to evaluation data, Audience Development Committee, outside partners’ and stakeholders’ recommendations
- Creates and manages annual budget for AAD programs; contains costs, and processes invoices for the events
- Develops “flow” schedules for each AAD, shares information at Operations meetings
- Plans and manages AAD artist activities and performances (live and virtual, as necessary), scheduling artists, negotiating contracts, arranging for their workshop/performance needs, handling payments
- Plans and manages AAD films; contacts vendors, rents films, and handles payments; seeks and contracts hosts for certain film projects and programs.
- Works with DALE to integrate public programs into AAD dates
- Works with LCE Department to schedule evening tours by docents. Arranges for volunteer assistance, trains volunteers
- Assists Communications Department with AAD marketing, promotion, signage, and weekly schedules
- Develops effective tools to evaluate program success, and provide the public with opportunities to evaluate programs regularly; assess program for strengths and opportunities for improvement
- Manages Art After Dark events on a weekly basis, 40 times per year; DALE will manage one AAD program per month, on average.

Museum Community Days
- Coordinates with staff in Education, Curatorial, Communications, Visitor Experience, Security and Maintenance, and AV/IT to plan, develop and coordinate 2 weekend Community Days including
Juneteenth (in mid-June), Lunar New Year Festival (January/February), and events celebrating Women in the Arts (March) every other year.

- Plans and manages Community Day activities, tours, and performances by developing partnerships and scheduling artists, negotiating contracts, arranging for their presentation/workshop/performance needs, and handling payments
- Assists Communications Department with Community Day marketing, promotion, signage
- Collaborates with Development Dept. to identify and solicit partnerships/sponsorships
- Develops effective tools to evaluate program success for each Community Day; assess program for strengths and opportunities for improvement and possible revenue generation
- Works with DALE to manage each Community Day on the day of the event

**General**

- Maintains regular schedule of meetings with DALE; occasionally participates in DALE’s meetings with Chief Officer of LCE
- Works with Facilities, IT, AV and Maintenance to ensure effective communications and operation for all events
- Works with Development staff to seek funding for programs, develop grant proposals, and maintain records for grant reports
- Manages and mentors interns interested in museum careers
- Contributes to the work of the Museum’s LCE Committee
- Stays informed of trends in museum education and programming
- Where appropriate, considers, proposes, and develops revenue generating programs
- Participates in their own annual performance review led by DALE

**Qualifications**

- BA in the arts or related field
- 3-5 years’ experience in the arts; non-profit event production, preferred not required
- Demonstrates a positive outlook in dealing with fellow staff and external patrons
- Is proactive, detail-oriented, organized
- Shows willingness to learn about the Museum collection and exhibitions to develop exciting and innovative programs related to Museum content.
- Maintains flexibility in a fast-paced program environment, including an openness to re-direction and shifting priorities.
- Serves as a community ambassador for the Museum and its mission.
- Possesses interest in and knowledge of South Florida visual and performing artists.
- Demonstrates effective oral and written communication skills, tact, and diplomacy with the ability to communicate to various and diverse groups.
- Must work on Friday evenings and weekends as needed.
- Must be a team player with a positive attitude, able to balance roles as an educator, administrator, and manager.
- Understands and is comfortable using Microsoft Office suite
- Bi-lingual skills (Spanish-English) a plus

**Physical Requirements**

- The person in this position must be able move about inside and outside the office; to frequently communicate with managers and employees, ability to access and operate computer and other office equipment; and ability to lift, move or carry up to twenty-five (25) pounds.

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