



The Mattatuck Museum, Waterbury, CT

JOB TITLE: Manager of Public Programs

REPORTS TO: Director of Education

FSLA STATUS: Full-Time, Salary, Exempt

Salary: \$42,000-\$45,000, commensurate with experience

The Manager of Public Programs works closely with Development, Curatorial and Education staff to plan, develop, coordinate and implement programs related to the Museum's mission, exhibitions and permanent collection that engage and inspire adults, families, and intergenerational audiences to help increase community engagement and drive revenue. The Manager collaborates with all departments in leading and shaping public programs to be relevant, responsive, and audience focused.

The Manager is primarily evaluated on achieving or surpassing revenue goals established within the annual operating budget, maintaining and creating new community partnerships/relations, and the ability to create new engaging experiences that increase participation totals for programs.

RESPONSIBILITIES:

- Research, design, implement, and evaluate a robust roster of revenue-generating and community engagement driven public programs (in-person and virtual) and coordinate with the Marketing Department on marketing strategies for but not limited to: theater and concert performances, film screenings, art classes and workshops, to attract diverse audiences to the museum. These programs are offered in support of exhibitions, installations, and the permanent collection; identify and engage speakers and facilitators.
- Oversee all aspects of program planning, administration, and implementation, including: develop and manage program budget, identify revenue sources that contribute to the net income of the museum, work with Operation's staff to identify necessary equipment and set-up needs and staff public programs.
- Hire and work with artists, performers and contactors to create small- and large-scale events, wellness classes, art classes and workshops geared toward the elderly, adults, teenagers and children.
- Identify, develop, and nurture partnerships with external stakeholders, including individuals, community organizations, museums and cultural organizations, and other local and regional groups to broaden audience participation.
- Design and implement effective survey tools and assessment processes for all public programs
- Support ongoing strategic planning processes and implementation of new programming.
- Assist in the development of grants and proposals pertaining to Public Programs, tracking attendance data, providing documentation, and assembling feedback from program audiences served.
- Supervise public program interns and volunteers.
- Work with the Director of Education to plan exhibitions for the Monteiro Family Community Gallery to engage and collaborate with community members and organizations.
- Support other areas as requested by the Executive Director.

REQUIREMENTS:

- Depending on the program schedule the work week can be Tuesday – Saturday 8:30 AM to 5 PM and Thursday 10:30 AM – 7 PM or Monday – Friday 8:30 AM to 5 PM. Schedule is usually prepared at least 1 month prior. Weekend and evening work outside of the regular schedule is common.
- Capacity to create and coordinate engaging experiences using a network of connections



- Strong client/community relationship skills
- Artistic background with the ability to facilitate art workshops/classes
- Operational logistics experience
- Able to manage different job functions within a fast-paced environment
- Experience in public speaking
- Strong interpersonal, networking and negotiation abilities
- Experience in creating, coordinating and/or implementing large scale events (up to 200 attendees) such as concerts or theater performances a plus.

The Museum offers a full benefits package including vacation, holidays, health/dental insurance, and 403(b) plan, as well as support for professional development to qualified employees.

To apply, please send cover letter, current resume, and 3 professional references to: MANAGER OF PUBLIC PROGRAMS SEARCH, Attn: Janice Shambor, Finance Manager via email to janice@mattmuseum.org.

Documents should be sent as attachments using Microsoft Word or PDF format and should not exceed five (5) megabytes. No phone calls please. Only those selected for an interview will be contacted. The Mattatuck Museum is an Equal Opportunity Employer. As such, we are interested in candidates who are committed to high standards of scholarship, performance, and professionalism, as well as to the development of a climate that supports equality and diversity.