

## Director of Programs

### **Position Summary:**

The purpose of this position is to oversee and bridge the gap through collaboration and mission in all MOAS Programming. As a part of the leadership team, Director of Programs will develop and implement programming initiatives and strategies with the Education Department as well as overseeing the Rentals Program. Duties will include leadership of creating diverse slate of programming to foster audience engagement, ensuring mission and goals are considered in strategy for annual programming, and keeping up with industry trends in processes and policies for education and rental programs.

### **Duties and Responsibilities**

#### Strategy/Leadership

- Lead all programming brainstorming sessions as they relate to exhibitions, collections, and other initiatives throughout the Museum.
- Consider all ideas and develop a slate of programs that are diverse, unique, mission-focused, and experience-laden; be the bridge between all departments when it comes to programming activation strategies.
- Provide structure, planning, coordination, guidance and follow up as it relates to final decision-making of programming plans and strategies.
- Prepares, develops, and oversees implementation of the departmental budget.
- Active member of the Senior Leadership team ensuring Strategic Plan assignments are fulfilled and participating in other planning initiatives including Master Campus, Branding, and Interpretive Plans.

#### Public Programming

- Bring the Museum's programming initiatives under one umbrella that focuses on guest experience, quality, connection, and organizational mission.
- Bridge the gap between the events department and the education department to create meaningful, impactful experiences that provide educational content.
- Collaborates with the Marketing Department to develop and implement long-range marketing plans for events.
- Collaborates with the Development Department to plan the Museum's Annual Fundraiser and Annual Meeting.

## Education

- Manage Education Team and the planning, implementation, execution, and assessment of all programs.
- Understand what educational programming looks like in a museum and ensure that it is executed within the decisions made by the Education Team
- Focus on Audience Engagement and Development through the main pillars of education: Adult, Youth/Family, School
- Participate with the Education and Curatorial Teams to design interpretation strategies as required.

## Rental Program

- Oversee rental department and develop, evaluate, and execute new strategies to stay in line with best practices to meet program goals.
- Work with rental department to answer incoming rental inquiries, calls, event supervision, staffing and staff schedules.
- Evaluate annual processes and procedures, contracts, vendors and policies as it relates to the rental program.

## Supervision

- Supervise 2 full time managers for Rental Department and Education Department
- Conduct annual merit evaluations for direct reports.
- Acts as hiring manager for open positions in programming department.

## **Skills**

- Collaborative, work with senior team and curatorial department to meet strategic planning goals.
- A strategic and creative thinker who can generate new ideas and problem solve.
- Team player who can be flexible and adapt to the needs of the museum.
- Goal oriented, accountable, driven and takes initiative.

## **Qualifications**

- Bachelor's degree in related field or specialized training in event management fields.
- Experience with project management skills, including creating and managing budgets.
- Proficient in Blackbaud Altru system.
- This position will require the employee to work some, evenings, and/or weekends to fulfil the position's objectives. Schedule adjustments are offered to allow the employee to maintain a 40hr work week as closely as possible.