

Job Title:	Program Manager
Reports to:	Executive Director
FLSA Status	Non-Exempt
Salary Range	\$28,000-\$36,000

Summary: Reporting to the Executive Director, the Program Manager is a full-time, non-exempt member of the Wiregrass Museum of Art’s artistic and administrative staff and provides leadership, direction, and coordination of the Museum’s public programs and events. Ensures forward thinking programs to complement and supplement the exhibition program. The successful candidate will thrive in a fast-paced environment with varied projects and responsibilities, requiring active collaboration and clear, professional communication with colleagues and stakeholders.

Primary duties:

- The employee is responsible for the research, development, planning, implementation, and evaluation of all public programs at the Museum.
- The Program Manager will work across several departments to develop and implement public programs and special events.
- Responsible for developing and implementing a strategic program agenda reflecting mission and current exhibition and interpretive initiatives.
- Produce interpretive material for exhibitions and artist-related projects; forge and maintain partnerships with outside organizations and institutions; and provide support for communications and fundraising activities
- Develops and implements programs from start to completion in the context of deadlines, milestones, budgets, and processes. On-site programs, events and established projects of primary responsibility include but are not limited to: Third Thursday programs including Art After Hours, Write Night, exhibition receptions, Yard Party for Art, artist lectures and visiting artist workshops, Screen on the Green, and the Member’s One Night Only event.
- Develops and administers a diverse slate of public programming through the identification of themes, audience, and interpretive methods (includes on-and off-site tours, events, workshops, lectures, and more).
- The Program Manager will also have the responsibility for administrative functions such as correspondence, meeting preparation, budget tracking, and other tasks that may arise in connection with the museum’s activities.
- Work closely with Director and Curator to prepare and implement exhibition timelines, guiding the planning process simultaneously for several exhibitions at various stages of development.
- Work closely with artists on the development of new projects and public programs.
- Researching needs of the community and developing new programs as needed.
- Responsible for developing interpretive material related to exhibitions including digital app content, gallery guides, and didactics.
- Work closely with other museum departments with regards to program design, implementation, and staffing models.
- Collaborate with external partners to develop and support program implementation.
- Develop museum content to address standards-based and informal programming for adult groups and general museum visitors.

- Works with marketing team on program publicity, the development of printed and online materials, and communicating with media sources.
- Develops and implements program evaluation tools to measure and interpret outcomes, program goals, and objectives.
- Develops project timelines and works with Director and Curator, and design and installation teams in the completion of all phases of exhibition planning and execution.
- Schedules and leads planning meetings, create agendas, and follow-up on action items related to exhibition planning.
- Disseminates exhibition information to museum departments and reviews printed materials for all departments for consistency and quality.
- Prepares budgets and reviews reports with Director.
- Maintains excellent customer service by maintaining a positive and friendly attitude and through guest interactions by answering questions related to exhibit content, programs, and special events.

Secondary Duties:

- All other duties as assigned.

Competencies:

Intellectual Competencies:

- Must have the ability to acquire understanding and absorb new information (a quick study).
- Must have sound judgment/decision making ability, must be able to apply consistent logic, rationality and objectivity in decision-making.
- Must have the ability to be pragmatic and be able to generate realistic and practical solutions to a problem.

Personal Competencies:

- Must have the ability to plan, organize, schedule work in efficient and productive manner. Ability to focus on key priority, juggles multiple projects, and manages time effectively.
- Must have the ability to work independently of others without significant supervisory oversight or co-worker involvement.
- Must have the ability to adapt and adjust quickly to changing priorities or work demands without adverse impact on performance or team dynamics.

Interpersonal Competencies:

- Must have the ability to display appropriate demeanor, dialogue, interaction and attire when dealing with clients and/or co-worker
- Must have the ability to personify and/or exhibit compassion, sensitivity, warmth, friendliness and trustworthiness.
- Must have the ability to work in a team setting and establish collaborative peer relationship.
- Must have the ability to communicate effectively in both written and verbal communication.
- Must have the ability to listen, comprehend directives, inquiries and/or comments, and decipher intent and meaning.

Motivational Competencies:

- Must have the ability to exhibit high levels of energy, a strong desire to achieve, and appropriately high dedication.
- Must have the ability to exhibit a can do attitude.
- Must have the ability to demonstrate strong need to achieve goals and not give up.

Physical Demands:

- Occasional lifting, carrying, pushing and/or pulling up to 20 lbs. (+-20%) of the time
- Occasional standing/walking/climbing (+-50%)of the time
- Sitting in a normal position for an extended time (+-50%)of the time
- Occasional reaching/handling/feeling (+-20%) of the time
- Frequent use of finger dexterity (+-50%) of the time.

Education:

Ideal candidate should have a Bachelor's degree in art history or related field.

Experience:

Ideal candidate should have a minimum of three years of museum and administration experience.

Computer Skills:

Knowledgeable in typical office software (i.e., Word, Excel, etc.)

Other Skills/Ability:

- Exceptional project management and interpersonal skills with the ability to maintain a collaborative environment with museum staff and leadership, lenders, artists, vendors, institutional partners, and other museum professionals.
- Highly organized with the ability to work on multiple tasks concurrently.
- Excellent oral and written communication skills.
- Thorough knowledge of museum practice and best practices related to program planning and audience engagement.

EEO: Wiregrass Museum of Art is an Equal Opportunity Employer. We will not discriminate based on race/creed/national origin/religion/color/sex/age/pregnancy/ disability or veteran status.