

**Children's Discovery Museum
Arts Program Manager**

Status: Non-Exempt

Hours & Benefits: 40 hours per week, benefits include medical, dental, vision, life insurance, paid holidays, sick and vacation time, 401(k) plan

Supervisor: Director of Education and Programs

SUMMARY

The Arts Program Manager reports to the Director of Education and Programs and is responsible for developing arts programming that introduces children to professional artists, engages them directly in the creative processes, and celebrates San José's unique cultural diversity. Primary responsibilities include designing and managing an annual visual and performing arts plan, managing an Artist-in-Residence program for the Museum's LeRoy Neiman Art Studio, recruiting professional and pre-professional performers for family audiences, supporting relationships within the arts community, and managing contract A/V support. Job requires attendance at some evening and/or weekend programs.

DUTIES & RESPONSIBILITIES

LEADERSHIP

- Develop, implement, and oversee the Museum's performing and visual arts programming including community events, workshops and exhibitions. Support may include onsite event management and event wrap-up;
- Plan and facilitate Artist-in-Residence program and special events with professional visual artists;
- Work with Museum staff to coordinate annual cultural celebrations;
- Ensure a high quality visitor experience; and
- Supervise and support Visual Arts Specialist, artists, interns and volunteers.

ORGANIZATION

- Recruit, interview, select and onboard artists for Artist-in-Residence program;
- Work with visual artists to lead programming in the LeRoy Neiman Art Studio and for displays or exhibits;
- Work with Artist-in-Residence and Visual Arts Specialist to modify hands-on art activities when needed;
- Select and contract professional performing artists and community groups to perform for family audiences;
- Recruit and coordinate interns and volunteers to support the LeRoy Neiman Art Studio;
- Work with contracted audio visual technicians to operate lighting and sound equipment;
- Facilitate arts workshops in the community; and
- Monitors expenses, staying with budget.

COMMUNICATION

- Work with artists to understand needs and provide detailed instruction to staff and volunteer;
- Work with Marketing team to support development of marketing materials for arts programs;
- Maintain positive relationship with artists and the arts community; and
- Foster relationships with community partners and cultural advisors.

EXPERIENCE/EDUCATION

Any combination of education or experience providing the required knowledge and skills are qualifying. Minimum employment standards are:

- Five years of experience with programming, booking or community partnerships for children and families across a variety of disciplines including but not limited to diverse styles of music, dance, visual arts, etc.;
- Experience in working with diverse constituencies and community partners to define and support common goals;
- Experience with event coordination;
- Excellent written and oral communication skills;
- Outstanding problem-solving skills and flexibility in working with others;
- Prior experience working with children and families;
- Must be able to physically lift up to 30 pounds; and
- Passion for the arts and arts education.

SKILLS & QUALIFICATIONS

- Experience working with a diverse population;
- Strong leadership, organizational, time management, and communication skills;
- High level of attention to detail;
- Ability to exercise sound judgment and resolve problems;
- Ability to manage multiple projects, details, timelines, responsibilities;
- Prior experience with developing and managing budgets;
- Able to work independently as needed; and
- Bilingual is a plus.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required by his/her supervisor. Children's Discovery Museum is an at-will, equal opportunity employer.