JOB DESCRIPTION

Job Title: Public Programs Manager
FLSA Status: Exempt
Department: Communications and Public Engagement
Reports to: Director of Communications and Public Engagement

POSITION SUMMARY

The Museum’s public programming is where the world of ideas and “arts and letters” meets event management, research, business writing and communications, digital marketing, data analysis, and audience engagement.

The Public Programs Manager will be involved in all phases of the Museum’s public programming activities, from conceptualization to delivery, that reflect the Museum’s mission with appeal to a wide range of audiences. Events may include lectures and panel discussions, films, concerts, poetry readings, family days, and professional network convenings. There will also be opportunities for participation in cross-departmental projects and planning meetings.

ESSENTIAL DUTIES AND RESPONSIBILITIES

• Conceptualize the Museum’s annual calendar of public programming, including sustaining and growing annual signature programs and series; oversee all aspects of public programming from inception to execution each cycle

• Research potential topics and presenters, develop ideas for programs; respond to inquiries for and manage public programming partnerships

• Ongoing communication and coordination with presenters, publicists and related entities to secure talent and facilitate high-quality programming while developing and maintaining positive relationships between outside organizations and NMAJH

• Work closely across Museum departments and to meet attendance goals through effective promotions, set ticket prices and implement ticketing, coordinate in-house facilities needs, and other program execution essentials; secure and contract with external vendors as needed

• Manage event budgets; handle all invoicing and payments associated with each event; liaise with NMAJH finance staff

• Regularly utilize NMAJH electronic platforms to support program work, such as event management system (Galaxy) and online marketing and survey systems (Constant Contact, Survey Monkey, etc.)

• Oversee ongoing programs evaluation including tracking registration, demographics and feedback; analyze data to generate reports and statistics for use in evaluating programs and in future planning

QUALIFICATIONS:

• Detail-oriented and strategic, creative thinker
• Strong written and oral communication skills
• Excellent interpersonal skills both in-person and over the phone
• Strong ability to work both independently and as part of a team
• Strong ability to multi-task, effectively prioritize responsibilities, and complete projects in a timely manner while maintaining a high level of professionalism
• Prior experience with event and contact management systems a plus
• Ability to commit to occasional evening and Sunday work
• Commitment to and interest in the Museum’s mission; interest and experience in history, film, literature, Jewish studies, and music a plus

EDUCATION and/or EXPERIENCE: Master’s Degree preferred; 3-5 years of relevant work experience

COMPUTER SKILLS: Must be proficient in office computing to include Microsoft Office applications, web browsers, and is generally a "quick study" when it comes to technology. Experience with and working knowledge of event management systems (Galaxy), Adobe Creative Suite, Constant Contact (or comparable contact management system), social media platforms, and basic html are a plus.

CERTIFICATES, LICENSES, REGISTRATIONS: No certifications, licenses, or registrations required. Employees working on the Museum floor and during public events are required to complete additional background check and child abuse clearances.

SUPERVISORY RESPONSIBILITIES: Directly supervise interns when applicable.

ABOUT THE MUSEUM

The National Museum of American Jewish History, located on Historic Independence Mall, brings the 360-year history of Jews in America to life. Tracing the stories of how Jewish immigrants became Jewish Americans, the Museum invites visitors of all heritages to share their own stories and reflect on how history and identity shape and are shaped by the American experience. An open door for all, NMAJH honors the past and propels the future by fueling imagination and ideas, culture and community, leadership and service, in ways that turn inspiration into action.

The Museum’s public programs have featured acclaimed writers, performers, and scholars on topics as varied as immigration, religious liberty, marriage equality, presidential politics, Jewish humor, and cooking.

NMAJH offers a comprehensive benefits package. Salary commensurate with experience. NMAJH is an equal opportunity employer.

TO APPLY:
Send resume and cover letter with salary requirements by October 18 to nmajh-employment@nmajh.org using "Public Programs Manager" in the subject line. No calls, please.