

Director of Public Programs

The Museum of the City of New York celebrates and interprets the city, educating the public about its distinctive character, especially its heritage of diversity, opportunity, and perpetual transformation. Founded in 1923 as a private, nonprofit corporation, the Museum connects the past, present, and future of New York City. It serves the people of New York and visitors from around the world through exhibitions, school and public programs, publications, and collections.

The Museum of the City of New York is searching for a Director of Public Programs. A member of the senior management team, this key position provides long-range vision and general operating plans for the public programs department. The Director of Public Programs conceptualizes and implements a broad range of public programs on New York history, arts, culture, humanities and sciences related to the Museum's exhibitions, continually establishes and manages relationships with local and national partners to enhance the Museum's programs, as well as oversees the training and mentoring of the Museum's public programs staff.

Working closely with the Chief Curator and the curatorial team, the Director of Public Programs designs and implements programs that complement and enhance the Museum's exhibitions and support the Museum's larger mission to celebrate and interpret the city, educating the public about its distinctive character, particularly its heritage of diversity, opportunity, and perpetual transformation. The goal of the programs is to enhance and broaden the Museum's engagement with new audiences, the general public, and Museum members, and to address both specialist and non-specialist interests and knowledge.

Specific responsibilities include, but are not limited to, the following:

- Supervise Public Programs department.
- Develop the Museum's seasonal public programs calendar including daily programs, festivals, and performances.
- Establish and manage strategic partnerships with local and national organizations.
- Development of new program ideas in collaboration with the Curator of Public Programs and the Curatorial team that further the Museum's mission and goals.
- Excel in staff management and interpersonal interaction, have keen listening skills, strong ability to guide others at differing levels of experience, and ability to teach and be taught by his or her staff.
- Define Income and Expenses goals. Work closely with the Chief Financial Officer and the Finance Department to draft the annual program budget; monitor expenses throughout the year ensuring adherence to budget.
- Work with Communications & Marketing Department to produce key communications and promotional materials, and shape the language used to describe programs and community engagement. These materials include press releases, print calendars, postcards, flyers, and advising on newsletter articles, blog posts, and more.
- Oversee the department's marketing initiatives to help attract new audience. Occasionally, speak with members of the press.
- Maintain close working relationships with members of the Development department

to promote the department's ability to raise funds for the organization by occasionally liaising with donors and helping with funding applications.

- Manage Program Committee of the Board of Directors by maintaining close communication with key members and scheduling and facilitating meetings throughout the year.
- Ensures quality control for day-to-day operations and works closely with other operational leadership staff to facilitate a transformational and seamless visitor experience.

Required Skills include:

- Master's Degree in History, Museum Studies or other related field required or equivalent preferred; Bachelor's degree required
- A minimum of five years programmatic and staff management experience
- Successful track record of developing quality programming and partnerships
- Track record of leadership, managing staff, and exceptional interpersonal skills
- Ability to articulate strategy, and provide ongoing direction to implement that strategy
- Excellent oral and written communication skills
- Excellent time management and ability to prioritize and organize workload for self and others
- Pro-active approach to making decisions, identifying problems, and creating solutions
- Collaborative work style and strong team player

The ideal candidate:

- thrives in a fast paced environment and is driven to succeed at the highest level;
- is a problem solver;
- is personable, articulate and an excellent communicator;
- is results-oriented, forward thinking and entrepreneurial;
- enjoys working with others in a collaborative, creative environment;
- has a strong work ethic and high standards for his/her own work and the work of others;
- is flexible and has a lively sense of humor.

WORK SCHEDULE

Full time, five day schedule including weeknights and occasional weekends. Flexibility to cover holidays and additional hours as needed.

The City Museum is an equal opportunity employer offering an attractive comprehensive benefits package, including health and life insurance, and a defined benefit pension plan paid for by the City Museum as well as a 401(k) savings plan. Qualified individuals can send their resume with cover letter and salary range to the attention of Human Resources at jobs@mcny.org (please make sure to include Director of Public Programs within the subject iine of your email) or mail to Museum of the City of New York, 1220 Fifth Avenue, New York, NY 10029.

Salary will be commensurate with experience with the possibility of a bonus based on store sales. For more information on the Museum of the City of New York, please visit www.mcny.org