



Position Description

Position Title: Public Programs Manager
Reports To: Director of Education and Exhibits
Type of Employment: Full Time, Exempt

Position Summary

Tohono Chul seeks a community-oriented Public Programs Manager who will thrive in a fast-paced environment and who is well-suited to working collaboratively with a small and enthusiastic staff. The Public Programs Manager is responsible for the delivery of quality adult educational programming which reflects the connections between nature, art and culture in the Sonoran Desert region, as well as interpretation of the site itself. Interacting directly and indirectly with members and guests on a regular basis, the Public Programs Manager is responsible for an engaging and exceptional visitor experience both on- and off-site, while developing and maintaining relationships with other museums, botanical gardens and community organizations. The Public Programs Manager reports to the Director of Education and Exhibits.

Essential Duties and Responsibilities

Program Development

Adults

Conceptualize, plan, coordinate and implement a schedule of educational programming for adults (lectures/classes/workshops/travel) that provides members and guests with meaningful and enriching connections to the nature, art and culture of the Sonoran Desert region.

Collaborate with the Director of Education/Exhibits, the Interpretive Programs Manager, and at times the Director of Marketing, in interpreting the mission for members, visitors and the community.

Exhibits

Strategize with Exhibits Department in developing complimentary educational programming (artist/gallery talks, workshops, studio tours) and maintenance of cultural collections.

Special Events

Partnering with other departments, plan and execute annual special events by coordinating and scheduling such activities as food vendors, musicians, craftspeople and artists.

General Services

Assist and support General Services department on projects as needed, such as plant labels and database.

Marketing

With Marketing, assist and support implementation of marketing efforts for museum programming and events, providing content for website (registrations) and newsletters, consulting on wayfinding signage and other projects.

As appropriate, assist Interpretive Programs Manager and Marketing in development and presentation of mission-based outreach/tables events

Education

Collaborate with Interpretive Programs Manager and Volunteer Services Coordinator Education staff in the research/writing of training and interpretive materials for volunteers, docents and teachers.

Assist in the training of staff and volunteers; participate in the annual docent training program and periodically teach specialty classes/workshops.

Keep current on best practices in the museum and museum teaching fields; pursue the use of new technology such as virtual learning using available web-based programs.

Administration

Assist in the preparation of an annual department budget and monitor same. Assist in the preparation of annual reports and participate in museum-wide and departmental strategic planning.

Philanthropy (Grants)/Finance

Research and writing of grants both department- and organization-wide in coordination with Finance and other departments.

Exhibits

Serve as a member of the Collections Committee, participating in periodic review of the collections policy and the state of the Collection; as required assist in the assessment of potential additions to the Collection or need for de-accessioning/sales of non-accessioned items.

The above description reflects the general responsibilities considered necessary to describe the principal function of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in the position.

Qualifications

Knowledge/Skills

- Comprehensive knowledge of the principles and best practices of botanical gardens, museums and informal education
- Considerable skill in planning, organizing and implementing learner-centered and diversified educational programming and related activities
- Strong organizational skills including time/project management and budget development
- Excellent communication skills, both written and oral
- Considerable skill and knowledge of research methods and natural history of the Sonoran Desert
- Demonstrated success in grant writing
- Excellent interpersonal skills and ability to work well and collaborate effectively with a range

of audiences including staff, volunteers, educators, members, donors, and the general public

- Flexible and adaptable to changing demands and priorities
- Ability to work evenings and weekends as required
- Proficiency in Microsoft Office Suite

Training

- A Bachelor's degree in the social or physical sciences, museum studies or related field
- Knowledge of environmental education, interpretive strategies and informal education
- Demonstrated knowledge and experience in the natural sciences
- Three or more years professional experience in a museum setting
- Proven success in program development and implementation
- Master's degree a plus

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly spends long hours sitting and using office equipment and computers. The employee frequently is required to walk; climb or balance; stoop, kneel, or crouch; and talk and hear. During special events the employee may be required to spend hours on their feet. The ability to use fingers of one or both hands to grasp, manipulate, control or feel objects. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds, anything greater should be done with assistance.

To Apply

Submit resume and cover letter via email to: humanresources@tohonochul.org