

## Position Description

Position Title: Public Programs Manager  
Reports To: Director of Arts and Engagement  
Type of Employment: Full Time  
Job Status: Non- Exempt (Hourly, eligible for overtime)

### **Position Summary**

Tohono Chul is a 49-acre public garden in Tucson, Arizona whose mission is to enrich people's lives by connecting them with the wonders of nature, art, and culture in the Sonoran Desert region and to inspire wise stewardship of the natural world. In January 2023 we created a partnership with Children's Museum Oro Valley to bring more children and families to our gardens. Founded in 1985, Tohono Chul has been a celebrated destination for locals to global visitors and deemed "One of the World's Ten Best Botanical Gardens" by Travel + Leisure Magazine.

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 Arts and Engagement

### **Essential Duties and Responsibilities**

#### **Program Development**

#### ***Arts & Engagement Classes and Programs***

- Conceptualize, plan, coordinate and implement a schedule of educational programming for all ages (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 Arts and Engagement, the Interpretive Programs Manager, and at times the Marketing and Communications Manager, in interpreting the mission for members, visitors and the community.
  
- Assist the Interpretive Programs Manager in developing interpretive signage and related materials to include research and writing.

#### ***CMOV at TC***

- Act as a liaison between Tohono Chul administration and staff and CMOV administration and staff.

**Public Events**

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

**Marketing**

- With Marketing, assist and support implementation of marketing efforts for museum programming and events, providing content for website (registrations) and newsletters, updating the website, creating content for social media, 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 Arts and Engagement 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 grants. Participate in museum-wide and departmental strategic planning.
- Research and writing of grants both department- and organization-wide in coordination with Finance and other departments.

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.

**Knowledge, Skills, and Abilities**

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

**Qualifications**

- 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

**Preferred Qualifications**

- Master's Degree in the social or physical sciences, museum studies or related field

**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 a resume, a letter of interest, and 3 references to Tohono Chul strongly encourages people of color, LGBTQ individuals, people with disabilities, and members of under-represented communities to apply. Applications will be considered until the position is filled