

PROGRAMS & COMMUNITY ENGAGEMENT MANAGER – Job # NAAM003

Reports to: Executive Director
Schedule: Full Time
Location: Seattle, WA (Remote Possible)

About the Role

The Northwest African American Museum (NAAM) seeks a visionary, industrious, engaging Programs & Community Engagement Manager. He/She will develop, implement, and manage a compelling variety of public programs that enhance the understanding of the history, art and culture of African Americans in the Pacific Northwest. Working with the Executive Director (ED), he/she is responsible for developing and executing a successful and engaging roster of program-based initiatives that reinforce NAAM as a thought leader in Black History, art, and culture. This position oversees program logistics and is responsible for all public and community programs and partnerships for all ages.

What You Will Do

- Research and develop dynamic and relevant public programming such as lectures, panel discussions, workshops, gallery talks, symposia, film series, etc.
- Function as a key liaison between NAAM's Curatorial and Education departments.
- Build relationships with artists and performers, other arts and community organizations, and advance NAAM's presence with external groups in the community and region.
- Work with the Marketing department to promote programs through a variety of marketing and communications methods.
- Develop the museum's public programs philosophy and align department efforts with national best practices.
- Meet regularly with Curator to create innovative learning activities and programs that expand on exhibition content within the gallery setting.
- Evaluate programs for continuous improvement, quality, attendance, content, cost effectiveness, etc.
- Manage department budget.
- Collaborate with the Marketing department on the production of program collateral materials.
- Craft a robust and engaging programming calendar that continuously grows diverse audiences.
- Assist ED with various public, special events, and community and regional engagement opportunities
- Work with the Guest Services Officer to recruit, retain, train, assign, and recognize NAAM's volunteers
- Other duties as assigned

What You Will Bring

- Enthusiasm, positive energy, and a passion about working with people of all ages.
- Knowledge of museum education strategies and best practices.
- Demonstrated experience in facilitating successful programs and workshops

- Excellent writing, speaking, interpersonal, customer-service, problem-solving skills; and computer literacy.
- Exceptional organizational skills, with the ability to work under pressure, meet deadlines, and manage multiple assignments.
- An understanding of and passion for the history, art, and culture of African Americans in the Pacific Northwest.
- Ability to engage the various needs, preferences, and learning levels of museum audiences.
- Passion for and understanding of the Museum's mission, vision and values.
- Ability to work evenings and weekends.

What Makes You Qualified

- Bachelor's degree in Education, Museum Studies, History or other relevant disciplines. Graduate degree preferred.
- 3+ years of experience in education and programming.
- A successful track record of developing and implementing public programming
- Experience managing others.

Application period for this vacancy: June 1 - 30, 2019

To apply for this opportunity, submit your resume, compensation requirements, and a cover letter detailing what about your KSAs makes you ideal for this role to: HR@naamnw.org.

Not for you? Check out these other opportunities: [Grants Writer & Development Officer](#) | [Marketing, Sales, & Communications Coordinator](#) | [Security & Events Assistant \(PT\)](#) | [Development Director](#) | [Guest Services Officer](#) | [Executive Assistant and Office Manager](#)

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