



Public Programs & Outreach Manager Overview

As a member of the International African American Museum's Education & Engagement department, the Public Programs & Outreach Manager will work collaboratively to innovate and drive the development, implementation, and evaluation of a range of public programs, special projects, educational workshops, and outreach efforts. Reporting to the Director of Education & Engagement, the Manager will play a key role in helping to build and deliver the museum's inaugural and signature public programs and outreach initiatives.

ESSENTIAL DUTIES and RESPONSIBILITIES include but are not limited to:

- In collaboration with Director of Education & Engagement, contributes to ideation, planning, and implementation of the museum's signature public and outreach programs, such as the Scholarly lecture series, Community Listening Sessions, Film Series, guided tour experiences, volunteer enrichment, and symposia
- Works in concert with the Education & Engagement team to support the development of strategic partnerships that advance the museum's educational, programmatic, and outreach priorities
- Organizes and manages logistics for the planning and execution of public programs and workshops for adult and youth audiences
- Evaluates and assesses the effectiveness and impact of programming and outreach efforts to serve the needs of audiences to provide insight for the museum
- Generate quarterly and annual reports to track programming and outreach progress
- In consultation with Director of Education & Engagement, manages public programs budget
- Other duties as assigned

Preferred Qualifications

- Experience working in museums, cultural organizations and/or academic environments
- Demonstrated experience working with diverse audiences to achieve the highest standards in educationally engaging, culturally relevant, and intellectually stimulating program development and delivery
- Excellent verbal and written communication skills
- An appreciation for and knowledge of African and African American history and culture, international history, and interdisciplinary theory and practice
- Knowledge of Charleston and the Lowcountry is a plus
- Genuine interest in community engagement and outreach
- Ability to work in a fast-paced, high energy environment with hybrid and cross-departmental teams
- Organized, detail-oriented, and ability to manage multiple projects or initiatives simultaneously
- Agility and collaborative spirit

It is understood that this Job Description is a summary of the primary responsibilities of this position. It is not intended to be a complete and total description of each and every duty and responsibility of the position as may be necessary.

Education minimum

- BA is required. MA in History, American Studies, Public History, Education, Museum Studies, or Arts Administration is preferred.
- Candidates with equivalent educational and 3+ years of related or specialized field experience may be considered.

Recruitment and Application Process

- Term: Full-time; permanent position
- Start date: March 2020
- Benefits include: medical, dental, vision, 403B retirement contribution, paid vacation and sick leave
- Salary range \$40,000 - \$50,000
- Some travel may be required

To Apply: Please send the following documents to resumes@iaamuseum.org: letter of interest, resume, and three references. Please attach these documents to an e-mail message with this subject line: "Public Programs & Outreach Manager." We seek to fill

this position by March 2020. The International African American Museum is an Equal Opportunity Employer committed to building a diverse and inclusive workforce and does not discriminate in its employment practices due to an applicant's race, color, religion, sex, national origin or ancestry, age, sexual orientation, gender identification, genetic information, veteran or disability status or any other factor prohibited by law.

About the International African American Museum

Located on one of the most sacred sites of African American history, the International African American Museum (IAAM) in Charleston, SC will be a museum, memorial, and site of conscience that commemorates the foundational role that Africans and their descendants played in the making of America. It will be one of the most important historical and cultural institutions in the country - presenting critical history and programming that will have meaningful social impact.