



JOB DESCRIPTION

Position:	Public Programs Manager
Reports to:	Executive Director
Department:	Community Engagement
Position Type:	Full time, Salary, Non-Exempt
Pay band:	\$55,000-\$70,000 DOE
Benefits:	Eligible

Summary of Position:

The Public Programs Manager oversees the development, coordination, implementation, and evaluation of creative, mission-based public programs to attract and engage underrepresented museum audiences, lifelong learners, and the general community. Through community partnerships and public programs, this position will deepen engagement, increase attendance, amplify community voice, bridge barriers, and demonstrate the value of TAM as a vital and relevant community-centered museum.

Core Responsibilities:

- Manage the strategic agenda for the Museum's public programs and community engagement efforts to increase participation in programming (with emphasis on underrepresented museum audiences), be responsive to the community, and strengthen the Museum's value in the community
- Identify, build, and sustain meaningful partnerships with regional organizations and individuals. Collaborate with Tacoma city constituencies, regional communities, colleges/universities, and civic/community partners to develop programming that successfully connects the Museum's mission and community needs
- Execute public programs and community engagement to strengthen the Museum's partnerships in the community
- Coordinate on- and off-site program details with external partners and liaise with internal events staff on event logistics, producing internal event forms, event maps, and contracts
- Create and process program event details and registration forms in the customer relationship management system (Altru) and report on event attendance and other event details
- Attend events day of to provide support to external partners as needed including the supervision of external volunteers, and contracted artists
- Maintain timely and accurate program statistics and prepare reports as needed
- Collect and administer surveys to track visitor engagement and satisfaction
- Manage and inform program budget developed
- Participate in the museum's Diversity, Equity, Inclusion and Access (DEIA) trainings and bring a DEIA lens to TAM's educational strategies
- Perform other tasks and duties as necessary

Absolutely Required Skills/ Knowledge/ Ability/ Experience or Education:

- Two to three years of experience managing public programs, including: developing activities/performances/programs that meet institutional goals, overseeing contracts, managing event support staff, complying with facility requirements, and collaborating with the marketing department on publicity
- Two to three years of experience working in or with art organizations
- Proficient in Microsoft Office applications and database systems
- Strong written and oral communication skills
- Effective problem solving and flexibility
- Ability to work accurately and efficiently and keep track of numerous projects simultaneously
- Proficient in Microsoft Office applications
- Demonstrated commitment to supporting the museum's Diversity, Equity, Inclusion, and Access (DEIA) framework
- Ability to work within and maintain the museum brand values: innovative, passionate, civic-minded, gracious, approachable
- Willing to work evenings and weekends, on- and off-site

Desired Skills/ Knowledge/ Ability/ Experience or Education:

- Experience working with Blackbaud Altru Database
- Experience in Art Education
- Knowledge of Tacoma area community partners and artists
- Experience planning and executing public program events for people with disabilities

Travel, Working Conditions, and Physical Environment:

- Must be able to perform job duties at a workstation and/or a computer screen for the majority of the work day.
- Frequently reaches, handles objects and operates tools, machinery, computers, and/or controls
- Ability to lift objects (up to 25 pounds) and perform other similar actions during the course of the workday
- Continuously exchanges information through listening and talking with staff, volunteers and individuals in the community
- Some work may be occasionally performed outside where employee is subject to adverse weather conditions
- Some local travel, less than 25% of work hours
- Some evening and weekend work both on and offsite as necessary per events schedule

To Apply

- Please email a succinct cover letter and resume to HR @TacomaArtMuseum.org.
- Include "Public Programs Manager: First and Last Name" in subject line.

- No phone inquiries, please.

Tacoma Art Museum is an Equal Opportunity Employer

Tacoma Art Museum strongly encourages applicants from members of groups underrepresented in careers related to museums and the visual arts.

About Tacoma Art Museum

Tacoma Art Museum is a public-spirited institution that champions a dynamic and complex approach to exhibitions. The museum's passionate staff are driven by the mission of connecting people through art, empowering visitors to create meaning with artworks through innovative interpretive and programming strategies. Named by USA Today as one of the "Top 10 Great Places to See Art in Smaller Cities," the museum has developed a reputation for presenting art in a thought-provoking yet accessible manner with a strong commitment to Northwest art. Founded in 1935, TAM has strong roots in the community. Along with five other nearby museums and neighboring University of Washington at Tacoma, TAM anchors Tacoma's lively downtown core.

About Tacoma

Located in the beautiful Pacific Northwest, Tacoma is known as the City of Destiny, a city that has always marched to the beat of its own drum. Close enough to Seattle to take advantage of everything a major metropolis offers, Tacoma is its own distinctly unique and actively engaged community with a clear love of the arts.

Diverse individuals and families continue to invest in Tacoma for its charming historic neighborhoods, schools, parks, waterfront, and amenities. You'll find the beaches and forests of Puget Sound ideal to bike, run, hike, and paddle – including the nearby Mount Rainier. In addition to sports, theater and other cultural offerings, Tacoma is home to a growing restaurant and pub scene that's made national press. The thriving Tacoma Museum District lines the downtown core and showcases some of the nation's best collections.

Tacoma is a great place to call home.

Tacoma is a great place to call home.