



COMMUNITY PROGRAMS MANAGER

The Witte Museum is where Nature, Science and Culture meet, through the lens of Texas Deep Time and the themes of Land, Sky, and Water. The Witte is the only museum that focuses on Millions, Thousands and Hundreds of years in what we now call Texas. The Witte inspires people to shape the Future of Texas through transformative and relevant experiences in engaging exhibitions and programs. Founded in 1926, the Witte is located along the San Antonio River and has recently renovated and expanded the entire museum campus.

POSITION SUMMARY

The Community Programs Manager is the lead team member for all community public programs offered at or by the Witte Museum. The Community Programs Manager plans, implements and evaluates special programs designed for a range of audiences including: the general public, school groups, educators, teens, adults and families. The Community Programs Manager is responsible for researching and learning content information for permanent and travelling exhibitions and attends exhibit meetings as needed. The Community Programs Manager is a member of the Public Programs Team and assists with delivery of public programs, daily demonstrations and school programs on-site and off-site through inquiry-based transformative experiences for all youth, student, and family visitors to the Witte. The Community Programs Manager reports to the Director of Public Programs.

RESPONSIBILITIES

- Designs and implements special programs for the museum, including but not limited to: family days, gallery talks, youth summits, lectures, symposia, classes, films, performances, virtual programs, overnight camp-ins, and other similar events
- Coordinates with:
 - Education Managers and other appropriate Witte team members to develop program content and written descriptions, conduct planning meetings, and identify and communicate with potential community partners
 - Appropriate Witte Team(s) for coordination and planning as needed
- Develops and manages budgets for community programs including but not limited to program supplies, materials, catering and honoraria
- Maintains strong cooperative and reciprocal relationships with collaborative institutions, volunteers, and contractors to support partnership and outreach opportunities
- Ensures the collection of community program evaluations and other statistics for museum programs, including visitor attendance
- Maintains and updates the website, databases and mailing lists
- Builds ticketed programs in museum software (Tessitura)
- Attends exhibit and content related meetings
- Assists the Director of Public Programs in coordinating Public Programs team and volunteer schedules, including school programs, special programs, daily demonstrations and all other public programs
- Presents student and teacher programs and workshops
- Presents daily demonstrations and/or Gallery Theater performances
- Assists with Witte Museums Camps
- Other duties as assigned

EDUCATION

- Required: Bachelor's Degree in Education, Museum Studies, or related field

EXPERIENCE AND SKILLS

- Must be an energetic, outgoing, creative, individual with excellent interpersonal skills and strong organization skills
- Must have three years of experience in informal education, museum studies and/or event planning
- Must be able to demonstrate good organizational and problem solving skills
- Must be detail-oriented with good written and verbal communication skills
- Must have the ability to work independently and as a team member
- Must be able to initiate and maintain visitor interaction in an informal, educational manner
- Must possess excellent people skills and be comfortable interacting with mixed age groups
- Must be able to work independently and as a team member and have a flexible working style
- Must be proficient in Microsoft Office Suite
- Preferred: Bilingual (English and Spanish)

PHYSICAL REQUIREMENTS

- Must be in good physical condition, able to move moderately heavy objects (30lbs.), bend, walk, climb stairs, stand, and sit for extended periods of time
- Must be able to work a flexible schedule including evenings, weekends, and holidays

The Witte Museum is an equal opportunity employer.

Résumé and Cover Letter may be emailed to: humanresources@wittemuseum.org