

## Community Programs Manager

The Baltimore Museum of Industry is looking for an energetic, creative and knowledgeable Community Programs Manager to conceptualize and implement a creative suite of programs serving adult and intergenerational audiences. Reporting to the Director of Interpretation and working collaboratively with other museum staff, the Community Programs Manager creates programming that is engaging and timely, focused on fostering dialog and increasing the museum's visibility and role in the community. This individual will play an essential part in helping to center the museum as an anchor in its community. Flexible schedule with occasional weekend and evening hours required.

Located on the waterfront near Baltimore's Inner Harbor, The Baltimore Museum of Industry (BMI) celebrates Maryland's industrial legacy and shows how innovation fuels ongoing progress. Our exhibitions, educational programs, and collections engage visitors in the stories of the people who built Baltimore and those who will shape the regions' future. With an ambitious strategic plan in place, museum staff are focused on improving the visitor experience and making the museum a welcoming place of learning and dialogue.

### RESPONSIBILITIES

- **Programs.** Develop a robust calendar of public programs to engage and expand audiences, including program series, education and interpretive activities, revenue-producing events, and community partnerships. Content should be tied to current and changing exhibitions, the museum's mission, social justice, and exploring the region's industrial past and its impact on modern current and future industry and work.
- **Management.** Generate program content and support program promotion such as brochures and printed collateral. Manage program logistics including scheduling presenters, staffing, and facilities arrangements. Plan and implement program evaluation; report and track attendance metrics. Provide oversight for the seasonal BMI Farmers' Market, recruiting vendors, supervising the Farmers' Market Manager, and planning complementary activities.
- **Representation.** Represent the museum at community events such as neighborhood association meetings and meetings with peer institutions. Actively seek out opportunities to develop and sustain relationships with organizations in Baltimore, community members, and partners.
- **Collaboration.** Provide programmatic insight for all museum departments and participate in interpretive planning projects. Manage occasional exhibition openings. Work in collaboration with Marketing staff to promote programmatic activities via social media, website and advertising. Support Development staff with two annual fundraising programs.
- **Accountability.** Establish and maintain a programs budget, tracking expenses and revenue and working with the Finance staff to ensure accurate recording. Adhere to museum policies and procedures in a positive manner. Maintain knowledge of industry developments and scholarship, recent publications, and local issues that affect the museum's program planning.

### QUALIFICATIONS

The Baltimore Museum of Industry cultivates a culture of relationship-building, teamwork, professional expertise, and positive communication. We seek someone who will readily fit into this culture, working collaboratively, prioritizing to meet deadlines, thinking creatively about larger issues and program design and format. Must be a superb listener, an excellent writer and speaker, and be organized and efficient.

Bachelor's degree required. Master's degree in museum studies, education, history, or a related field preferred.

Three to five years of experience developing programs in a museum or similar setting with a proven track record of successful public program management.

Strong computer skills, including experience with the Microsoft Office suite. Knowledge of basic social media (Facebook, Twitter). Familiarity with Word Press and Altru helpful.

Knowledge of American economic, technological, and cultural history and/or specific knowledge of Maryland and Baltimore area history are a plus.

**The BMI offers a comprehensive benefits plan including (among others) health insurance and a 403-B retirement plan with a company match. Salary to commensurate with experience.**

**To apply: Please send cover letter, resume, and names of three references to [humanresources@thebmi.org](mailto:humanresources@thebmi.org)**