

Job Announcement – 1/5/24

Public Engagement Manager

The Baltimore Museum of Industry seeks a confident, ambitious, and creative Public Engagement Manager to join our team and help us realize the vision of our newly created strategic plan and support the museum's updated mission - to interpret the diverse and significant human stories behind labor and innovation in Baltimore, cultivate a sense of belonging, and to inspire visitors to think critically about the intersection of work and society.

We're looking for someone full of ideas, willing to try new things and take risks. You'll join a team of committed, passionate professionals focused on embracing bold and innovative strategies that bring more people to the museum and position the BMI as the leading discussion platform around the past, present, and future of work in Baltimore.

RESPONSIBILITIES

- **Engagement.** Design a suite of public engagement activities that amplify current exhibitions and align with the museum's strategic direction. Attract and grow audiences through hybrid and in-person programs as well as educational and interpretive media that explore the region's industrial past and its impact on current and future industry and workers. Participate in museum-wide initiatives related to current and changing exhibitions.
- **Partnerships.** Actively develop and sustain relationships with entities outside the museum to position the museum as a leading discussion platform around the past, present and future of work. The Public Engagement Manager will partner with the curator on exhibition-related community outreach and engagement initiatives.
- **Collaboration.** Provide programmatic insight for other museum departments. Work in collaboration with Marketing, Visitor Services, Collections, and Development colleagues to address the needs of museum members, walk-in visitors, funders, and others.
- **Management.** Develop program content and manage logistics including scheduling presenters, staffing, tech, and facilities arrangements. Plan and implement program evaluations. Report and track attendance metrics. Strive to increase accessibility for both current and potential audiences.
- **Accountability.** Establish and maintain an engagement budget, tracking expenses and revenue, and work with Finance staff to ensure accurate recording. Adhere to museum policies and procedures, including Communications Charter. Maintain knowledge of current events related to work, including scholarship, recent publications, and local issues that affect the museum's program planning.

QUALIFICATIONS

We seek someone who appreciates the role museums can play in service to constituents, community members, audiences, and visitors. The ideal candidate has at least three years of experience developing programs in a museum or similar setting with a proven track record of successful program outcomes and management, including ability to prioritize and meet deadlines and goals. Excellent people skills and a positive, collaborative attitude are essential.

Proficiency in Google Suite and Microsoft Office required; familiarity with Altru or similar CRM helpful.

Compensation and Schedule:

This position is 40-hours/week with occasional evening and weekend work required. The work days and schedule are flexible with some opportunity for hybrid work within each 40-hour work week.

The salary range for this position is \$50,000 - \$54,000 DOE and benefits include paid holidays, sick time and personal time, health, dental, and vision insurance, a 403(b) plan with an employer match, and free onsite parking.

To apply:

Please email a cover letter with responses to the following three prompts and your resume to humanresources@thebmi.org with the subject line "Public Engagement Manager - <your last name>"

- Provide a summary of your experience developing programming. If you do not have prior experience, please share the skills and/or education you possess that are applicable to this position.
- Provide a summary of your experience with community partnerships. If you do not have prior experience, please share the skills and/or education you possess that are applicable to this position.
- Provide your vision for the role museums can play as a platform for discussion and education. Please also describe any experience you have in promoting equity, inclusion, and cultural responsiveness into your work.

Applications will be reviewed on a rolling basis, with a preference for those applications received before February 2, 2024.

No one candidate will be perfect match for this job. We recognize that people come with a wealth of experience and talent beyond just the technical requirements of a job. Diversity of experience and skills combined with passion are a key to professional success. No one ever meets 100% of the qualifications. Please just apply.

The Baltimore Museum of Industry provides equal opportunity to all applicants for employment. No applicant shall be discriminated against on the basis of race, color, religion, sex (including pregnancy), national origin, age, disability, genetic information, or any other legally protected classification.

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.