

Columbia Museum of Art

Job Description

Job Title: Engagement Specialist

Reports to: Senior Manager of Education and Interpretation

Purpose: In partnership with the EE team, lead the museum forward to create and present robust, innovative and dynamic audience and revenue generating programming for all audiences that exemplifies CMA's Experience Promises across the museum's audiences and partnerships.

Job description:

Primary Responsibilities

- Leads the development and delivery of year-round engagement programming through concept generation, research, design and facilitation serving adult, youth, family, public, and partnerships, including a comprehensive programming schedule for the new Boyd Plaza to meet departmental goals and objectives.
- Manage coordination and execution of CMA's current concert series, Chamber on Main and Baker and Baker, working with nationally recognized artists and performers.
- Work closely with museum staff, volunteers, plus local and national artists and educators to develop, implement and track creative strategies and partnerships that will expand and deepen audience participation experiences.
- Work with the Director of Education and Engagement to develop and implement goals, objectives and outcomes of all Engagement programming, assessing ROI-return on investment.
- Recruits, trains, supervises, and evaluates: 2-4 interns each spring and fall, plus 2 interns over the summer, plus teams of 2-6 contractual special events staff by providing direction and support ensuring their activities are aligned with museum priorities.
- Serve as a lead educator for museum's tour and studio programs.
- Develop, implement, and track creative strategies to encourage deeper participation in programming by new and existing audiences and members.
- Work cross-departmentally to set up floor plans and layouts in accordance to CMA facility procedures and guidelines.
- Manage inventory for engagement supplies and materials, including linens, barware, alcohol and décor.
- Share thorough information about programs and interpretation with the Communications team in a timely way.
- Operate audiovisual equipment and technologies for programs and guests.
- Uses Altru to build and manage links for designated programs.
- Create, track, and manage program budgets, plus revenue, expense and attendance reports.
- Provide content for grant and sponsorship underwriting opportunities for engagement

programs, as assigned.

- Assures programs are Diverse, Equitable, Accessible, and Inclusive.

Secondary Responsibilities

- Continually work to build strong and positive relationships with community collaborators, including: artists, teachers, performers, vendors, donors, sponsors and organizations.
- Represent the museum within the community at internal and external meetings, events and online, with a goal to inform and inspire increased active participation in museum programs.
- Represent the CMA in professional development opportunities towards best practices in the field.
- Works with advisory panels to develop and pilot new programs and written resources.
- Work as a collaborative partner in a team oriented culture, sharing responsibilities with staff across the organizational structure, especially towards large scale departmental programs such as Arts and Draughts and upkeep of EE facilities and equipment.
- Practice problem solving skills and agility, both as an individual, as a staff member and as part of a group.

Job Type: This is a full-time, 40 hours per week, exempt position. Evening and weekend hours required.

Skills and Knowledge: 3+ years in arts/museum engagement programming design and execution. Intermediate to Expert proficiency in computer skills, including Altru, Microsoft Office and Outlook, plus social media skills. Excellent written, verbal and collegial communications skills.

Education/Qualifications: Bachelor's Degree in Art, Arts Administration/Management, Marketing, Communication, or other related fields.

Experience and Abilities:

- The position needs enthusiasm and a commitment to the mission and vision of the museum as well as being a positive person, interacting courteously and respectfully with both internal and external individuals.
- Be a positive, passionate advocate for the CMA and museum art education and engagement.
- Critical thinker and self-starter who is willing to work proactively to identify key priorities and work across teams to implement the necessary solutions.
- Ability to bring forward-looking approach to solving current challenges and initiatives.
- Accurate verbal and written communication skills, able to influence and converse with, and present in an organized fashion.
- Strong logistical experience, with commitment to details and time management.
- Presents a professional, businesslike image to all co-workers, visitors, customers and the public.
- An ability to foster trust and keep all information confidential.
- Must be self-aware, self-regulated, motivated, empathetic.
- Well connected in Midlands region; well respected by colleagues in the Midlands.

Employee Signature

Date

Department Head Signature

Date

Director Signature

Date