

ASHEVILLE ART MUSEUM

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Adult Programs & Community Outreach Manager

Updated October 19, 2022

Organization

Established in 1948 by artists, the Asheville Art Museum engages, enlightens, and inspires individuals and enriches community through dynamic experiences developed for all ages that interpret its Collection and exhibitions of American art of the 20th and 21st centuries. Anchoring the center of lively downtown Asheville in the Blue Ridge Mountains, the Museum serves residents of the Southeast and Western North Carolina region, as well as visitors from around the country and the world.

Position Description

The **Adult Programs & Community Outreach Manager** works in close partnership with the Learning & Engagement team in the planning and implementation of a vibrant array of onsite, outreach, and virtual educational programs for college-age, adult, and older-adult audiences. This position develops partnerships and programs for diverse and underserved audiences of all ages and provides high-quality, inclusive and innovative arts programs to our region's residents and our area's many visitors. The Adult Programs & Community Outreach Manager reports to the Director of Learning & Engagement.

Primary Responsibilities/Essential Functions

- Working in tandem with Learning & Engagement and Curatorial teams, develop and be primary manager for Asheville Art Museum's ongoing public programming including Adult Studio, Community Days, Slow Art Fridays, Discussion Bound, Thursday Night Live, Third Thursdays, and Wellness events, as well as grow film, live music, dance, performance art, and access programming for adult audiences. Ensure all programs relate and support the Museum's Collection and special exhibitions.
- Plan, manage, and facilitate all logistics for adult and outreach public programming including reserving program spaces on the Museum's calendar, preparing and processing contracts and paperwork, ordering supplies, communicating accurate program timelines and details with appropriate staff, delegating tasks and responsibilities, and corresponding with contracted performers and talent to ensure smooth run-of-show.
- With the Learning & Engagement and External Affairs teams, participate in planning and assessment of current outreach needs and goals. Research, create, and foster new community initiatives and arts educational programming targeting underserved and diverse populations of all ages in Western North Carolina (e.g., adult outreach programs, people living with disabilities, LGBTQ+, BIPOC, etc.).
- With the Director of Learning and Engagement, organize and oversee lectures, artist talks, panel discussions and other special events within the Learning & Engagement Department.
- Oversee and manage all AV equipment and technology in the Museum's Multipurpose Space.
- Process registrations, send surveys, track statistics, and manage evaluations for all adult programs. Produce reports for Director of Learning & Engagement and Director of Finance & Operations as needed.

- With Director of Learning & Engagement's guidance, manage administration of the Museum's guided tour program including correspondence with volunteers to ensure proper tour coverage.
- With Learning & Engagement and Communications teams, promote Museum programs through word-of-mouth communication and contribute written materials for the Museum's website/ social media/ newsletter and use other communications tools in order to grow participant base.
- Assist Director of Learning & Engagement in the management of department interns and volunteers.
- Work closely with the Director of Learning & Engagement to create and monitor public program budgets and spending.
- Develop content for grant applications, as needed.

Special Requirements

This year-round, full-time position with full benefits requires a flexible schedule to accommodate programs, events, and after-hours work including weekend and evening hours. Regular weekly schedule is Tuesday through Saturday. Annual compensation includes a salary range of \$38,000 and \$40,000 depending on experience, plus paid time off, health insurance, and retirement benefits after required probationary period. The incumbent should have a valid driver's license and be able to navigate the Museum's building/grounds for programs, and to travel periodically for meetings or Museum business.

Education/Experience

The ideal candidate will have an undergraduate degree in art education, art history, material culture, museum education, museum studies, studio art, or related field; 2+ years teaching, touring, administration, or studio experience, especially in a museum, gallery, or education setting; and excellent writing, editing, verbal communication, and interpersonal skills including public speaking. Fluency in a second language (esp. Spanish) and/or American Sign Language; working knowledge of Microsoft Office suite, photo and/or video editing software, website content management system (WordPress), and workflow management software (Trello); and/or interest/experience working with people with disabilities are highly desirable. The incumbent must be flexible and able to work independently, collaboratively, and effectively in a fast-paced, creative environment.

To apply, please send resume and cover letter to mailbox@ashevilleart.org with "Adult Programs & Community Outreach Manager" in the subject line.

Duties, responsibilities, and activities may change at any time with or without notice.

Equal Employment Opportunity

The Asheville Art Museum provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Diversity, Equity, Access, and Inclusion

The Asheville Art Museum's vision is to transform lives through art, and we welcome all visitors without discrimination. The Museum acknowledges that it is situated upon the ancient, southern Appalachian ancestral homeland of the Cherokee Tribe and that this region is still the home of the Eastern Band of Cherokee Indians today. The Asheville Art Museum is committed to being an active leader against racism. We uphold anti-oppressive and equitable practices, while striving to create opportunities for education and action to build a stronger community. The Asheville Art Museum is dedicated to advancing diversity, equity, access, and inclusion—now and in the future. The Museum is moving with awareness and commitment, through assessment, training and engagement, to implementation and accountability.