

JOB DESCRIPTION

Public Programs Manager

Reports to: Director of Public Programs and Engagement

Status: Full-time/ non-exempt with benefits

Supervises: N/A

Job Purpose

To develop and manage of public programs, including but not limited to wellness, poetry, and music events, access programming, and community programs. The role requires working collaboratively with external and internal partners, supporting and executing the vision of leaders across artistic disciplines to introduce and inspire new ideas and produce dynamic experiences for the public.

Specifications

Bachelor's degree and a minimum of one year of experience working in a creative field with event production or management required. Must possess excellent communication, problem solving, and solid organizational skills, meticulous attention to detail and ability to manage multiple tasks and meet deadlines in a fast-paced environment. Excellent customer service and hospitality skills required. Interest in art, art history, and education required. Valid driver's license required. Proficient in web-based and office management software. Availability to work weekend and evening hours during events.

Position Responsibilities and Duties

- Develop, coordinate, and manage public programs and events, including working with collaborators and internal teams, setting timelines, developing staffing plans, reviewing contracts, coordinating budgets, and managing live events and programs
- Compile research to assist in the development and support of programs
- Write content for visitor and marketing materials related to programs
- Build and maintain relationships with past, current, and potential partners
- Identify opportunities to broaden accessibility of content and programs
- Assist in defining audiences, setting goals, and maintaining evaluation strategies for public programs and strategic institutional initiatives
- Act as a public representative of the institution at local events, external meetings, welcoming visitors to events and leading tours as needed

The above responsibilities and duties of this job description provides a general scope of the work performed. This is not a comprehensive list of all duties and employees may be assigned other duties and the essential functions may change as necessitated by business demands.

The Pulitzer Arts Foundation is an equal opportunity employer.

HOW TO APPLY

Interested applicants should send a cover letter and resume via email to: Sharice Williams, Assistant Business Manager and Human Resources Manager, **employment@pulitzerarts.org**