

# COMMUNITY PROGRAMS MANAGER

The Community Programs Manager is a full-time position reporting to the Education Director. This position is responsible for administrating events and programs that bring the mission of Fuller Craft Museum into the regional community as well as attracting target audiences to the Museum. The Community Programs Manager reflects a positive image of the Fuller Craft Museum and its mission to the general public.

## **RESPONSIBILITIES:**

### PROGRAM DEVELOPMENT AND IMPLEMENTATION

- Developing, implementing, and maintaining artist residencies in local and regional schools and community centers
- Initiating and maintaining positive partnerships with artists, schools, and community officials
- Hiring and training artists and volunteers to work in schools
- Supervising and evaluating outreach programs
- Developing and implementing family day events serving 400-500 visitors
- Developing and implementing outreach presentations on craft and Museum exhibitions for community organizations and schools

### COMMUNITY CONNECTIONS

- Representing FCM on community committees
- Researching outreach needs in regional communities and developing new programs as needed
- Serve as FCM liaison for community projects and events

### FINANCIAL OVERSIGHT

- Maintain records for contracted employees
- Maintain records of purchased supplies
- Prepare budgets
- Identify funding sources and work with Development to write grant narratives

### PROMOTIONS AND ADVERTISING

- Develop press releases and related collateral for all outreach efforts
- Identify target audiences for promoting programs

### COMMUNITY GALLERY

- Coordinate and assist community groups and artists selected to exhibit in the Community Gallery in mounting exhibitions

Other duties may be assigned as determined by the Director of Education.

## **QUALIFICATIONS**

- BA required, MA preferred in art/museum education or related field.
- Experience in community arts programming.
- Supervisory experience.
- Familiarity with after-school programming, state curriculum standards and other current issues in education.
- Competency in Microsoft Office.
- Must be outgoing and comfortable with working with a diverse audience
- Must exhibit an ability to work as part of a team.
- Must demonstrate excellent writing and communication skills.
- Experience in the museum setting

## **TO APPLY**

Please submit your resume and a letter of interest by e-mail to:

**Noelle Foye, Director of Education**

[nfoye@fullercraft.org](mailto:nfoye@fullercraft.org)

For more information on Fuller Craft Museum, please visit [www.fullercraft.org](http://www.fullercraft.org).

Fuller Craft Museum is an EOE.

***Fuller Craft Museum: The Home for Craft in New England***