



Job Description

Job Title: Community Engagement & Partnerships Manager	Updated: March 2023
Department: Community Engagement	FLSA Status: Exempt (not overtime eligible)
Reports to: Deputy Director of Community Engagement	Schedule: Wednesday-Sunday

Job Summary:

The Community Engagement & Partnerships Manager works with community partners, as well as staff across the organization, to better reach and engage Southwest Virginia's diverse communities. The manager is responsible for ensuring and maintaining a positive experience for all visitors and community partnerships onsite, in the community, and virtually with the Taubman Museum of Art.

The Manager oversees community engagement programming involving community partners such as performances and partnership events, Family Fun Days, Arty Parties, the Healing Ceiling Tiles project, and more. This position manages the Museum's interactive youth gallery, Art Venture. All Museum programming is developed with an understanding of pedagogy and andragogy practices and is rooted in studio art and art history knowledge. The Manager will teach classes, conduct tours, and work with a number of groups, including students of all ages and abilities as well as teachers and organizations within the community. This is a frontline position that requires daily interaction with visitors and the community, requiring exceptional customer service skills. The Manager has one direct report, the Community Engagement Coordinator, who is focused on supporting the on-site, off-site, and virtual community engagement programs through outreach, logistics, and implementation along with other related administrative tasks.

The ideal candidate will have studio art skills, and art history knowledge and be a highly energetic, people-oriented professional, possessing excellent interpersonal and written communication skills, capable of managing multiple tasks. A focus on customer relations, community partnerships, and enthusiastically promoting TMA programs, events and exhibitions, is required. The Taubman Museum of Art strives to build and maintain partnerships with community organizations such as K-12 schools, universities, and non-profits; retirement communities; and social service agencies. The Museum offers programs and educational opportunities that connect diverse communities with the Museum's exhibitions, collections, and resources. Supporting community-based initiatives in arts education, the Museum reaches out to communities around the region with the mission of making art accessible to everyone.

This is a full-time position with a Wednesday-Sunday schedule including all late-night events such as Late Nights Series on the first Friday of the month, the first three Fridays in December (the City of Roanoke's Dickens of a Christmas festival), and major weekend dates as required.

Job Duties and Responsibilities:

- Manage Art Venture, the Museum's interactive gallery for children and families, in consultation with the Deputy Director of Community Engagement:
 - Upkeep and plan the rotation of activities for 14 stations
 - Maintain cleanliness and organization of stations and supplies
 - Plan and implement of Free Art Venture days throughout the calendar year
 - Work with the Visitor Services & Volunteer Manager to train and schedule hosts and volunteers for *Art Venture* assistance
- Teach and/or lead classes and programs for all ages including but not limited to:
 - Adult Workshops
 - Children's Classes
 - Arty Parties
 - Healing Ceiling Tiles Sessions
 - Late Nights
 - Brush Pals (Lead: Memory Care and ARTreach; Co-lead: Intergenerational)
 - Happy HeARTs (groups with different abilities and/or specialized needs)
 - Co-Lead for Paint Your Pet Classes
 - Others as needed
- Lead, coordinate and implement events including but not limited to Lunar New Year, STEAM Day, and Sunday Series
- Establish and maintain relationships with community partners in consultation with the Deputy Director of Community Engagement and Executive Director
- Serve as a co-lead with the Deputy Director of Community Engagement for the annual Roanoke Arts Pop event
- Manage the Museum's Yoga program, including updating annual instructor contract and scheduling
- Manage Healing Ceiling Tiles program
- Lead virtual and in-person tours
- Assist the Community Engagement & Tours Manager in the implementation of Summer Camps, 21st Century Program, Professional Developments for teachers, and Museum Studies as needed
- Work with Visitor Services & Volunteer Manager to ensure volunteer coverage of partnership community engagement programming and Art Venture as needed
- Back-up lead for front-of house duties, including Museum Host oversight
- Work with the Museum Memberships and Events Assistant Manager to develop and implement monthly Member Hour programming, Family Fun Days, and others
- Research, secure, write contracts, and schedule contracted instructors as needed
- Book tours as needed
- Assist with Internship Program as needed
- Work with and communicate effectively with diverse groups and individuals, providing excellent customer service each and every day
- Analyze and implement community engagement strategies
- Create, implement, and summarize evaluations, grant stewardship reports, proposals, etc.
- Establish new programs and services in response to the needs of families represented by partner organizations
- Maintain and organize interactive art gallery, Art Venture, and the café space as needed for community displays and programming
- Manage and mentor Community Engagement Coordinator
- Co-lead for website and Altru updates as needed
- Assist with major fundraisers such as Sidewalk Art Show, Tastings at the Taubman, Women's Luncheon, Major Exhibition Openings, and others as needed
- Other duties as assigned

Knowledge, Skills and Abilities:

- Studio Art Skills
- Art History Skills
- Knowledge of pedagogy and andragogy practices
- Teaching experience with diverse audiences of all ages and abilities
- Ability to work events on evenings and weekends
- Ability to use a variety of software such as MS Office Suite, Blackbaud, and database software
- Ability to manage multiple projects and deadlines with strong organizational skills
- Friendly, enthusiastic, and positive attitude; ready to work in a team environment
- Willingness to work collaboratively with individuals inside and outside the Museum
- Must be extremely detailed orientated
- Hands-on knowledge of best practices in community engagement and sustainable community relationship building
- Broad-based knowledge of a full range of techniques for community programs development
- A critical thinker who can analyze data and capitalize on information
- A creative thinker who can maneuver nimbly within budget constraints and respects the need to meet earned income projections in order to support ongoing programming
- An outgoing and generous member of the team; one who shares information easily, listens as well as gives advice and respects the abilities of others, and has a high level of emotional intelligence and awareness
- Strong and persuasive communication skills
- A self-starter with strong motivation to succeed

Preferred Skills:

- English required; Bilingual in Spanish preferred
- Familiarity with local arts and culture, health and human services organizations

Training, Education and Experience:

Position requires a 4-year college or university degree in art history, arts administration, studio art, art education, museum studies or a related field and 5 to 10+ years of experience in teaching, studio art, program development, program logistics, and administration; or equivalent combination of education and experience. Museum experience is preferred.

EEOC Statement:

The Taubman Museum of Art is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status or any other federal, state or local protected class. The Taubman Museum of Art is also committed to comply with all fair employment practices regarding citizenship and immigration status.

Taubman Museum of Art is committed to creating a diverse environment:

At The Taubman Museum of Art we each contribute to inclusion—we all have a role to play. Our culture is the result of our behaviors, our personal commitment, our curiosity, how we collaborate, and the ways that we courageously share our perspectives and encourage others to do the same. In turn, our inclusive culture inspires us to try new things and share information openly and transparently. It brings us together in ways that help us stand out. Our inclusive culture empowers all of us to connect, belong, and grow.