



THE AFRICAN AMERICAN MUSEUM IN PHILADELPHIA
JOB DESCRIPTION

POSITION TITLE: DIRECTOR OF PROGRAMMING
DEPARTMENT: PUBLIC AND EDUCATIONAL PROGRAMMING
POSITION REPORTS TO: VICE PRESIDENT OF PROGRAMMING

POSITION SUMMARY:

The Director of Programming will design, develop, and implement AAMP's programming; this includes building new opportunities for the discovery, exploration, and interpretation of African American and Black art, history and culture; and creating connections to the diversity of human experience. Sitting at the intersection of educational and public programs, and closely tied to the work of Curatorial Services, the Director of Programming will ensure that AAMP is a welcoming and inclusive space. They will build audiences and foster artistic, academic and community relationships that support the mission and elevate the visibility of the organization across a variety of platforms. They will be intellectually curious and eager to engage in dialogue with stakeholders, partners, audiences, scholars, and visitors. This individual will ensure all programming is integrated and effective whether it occurs online, in one of AAMP's buildings, or elsewhere.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

PUBLIC AND EDUCATIONAL PROGRAMMING SUPPORT

- Duties and responsibilities focus on overseeing and developing programs, projects and activities for a wide variety of audiences that are educational yet enjoyable, consistent with the AAMP mission and meet high standards for quality.
- Programs should promote AAMP's distinct image, increase the museum's visibility and provide meaningful engagement opportunities for the public. Personnel in this area will assist with fundraising activities to support programs and Museum.
- Duties focus on realizing the potential of AAMP's collections and exhibitions as learning resources for visitors and the wider community.
- Responsibilities include engaging diverse level school groups, adult/lifelong learners and special needs audiences through the development, implementation and promotion of educational programs for schools and the broader community at the Museum, schools and other sites consistent with the Museum's mission.
- Other responsibilities include, but are not limited to: recruiting, training, scheduling and managing the work of volunteer docent corps; coordinating and designing various innovative arts integration gallery- and school- based initiatives; leading professional development training for K-12 teachers; and assisting in fundraising activities to support programs and Museum.
- Promote AAMP's virtual platforms including but not limited to the Virtual Campus, virtual programming, virtual group tours and workshops.
- Other duties as assigned



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PROGRAM VISION AND STRATEGY SUPPORT

- Shape the vision and strategy for inclusive and comprehensive cultural programming that supports AAMP's mission and weaves together strands of activity throughout the institution.
- Serve as a key member of the Senior Staff team, ensuring the successful implementation of strategic plans, service delivery, and the integration of program activities.
- Develop program narratives, objectives, and budgets for funding proposals, working closely with the Development and Finance Departments.
- Collaborate across the organization to promote positive interdepartmental planning, communication, and innovation that supports powerful multidisciplinary programming.
- Ideate and develop new programs that expand AAMP's role as a center of creative inquiry.
- Actively support AAMP's diversity, equity, and inclusion work across the institution.
- Proactively coordinate with the Board and Committee as assigned and serve as spokesperson for the program season in presentations to the board, staff, and key stakeholders.

ADMINISTRATIVE SUPPORT

- Oversee the work of Public and Educational programming staff.
- Integrate special events, tours, and onsite educational activities developed across the organization into a powerful season of public work.
- Establish program priorities and success metrics that are aligned with organizational and strategic priorities.
- Closely collaborate with program coordinators to support the creation of high-quality educational curricula.
- Set clear expectations for accurate and timely data collection by the programming team, oversee data collection, and utilize data to analyze key drivers and barriers to drive and evaluate progress and performance.
- Ensure the planning, scheduling, and management of a diverse array of programming activities and an ongoing program evaluation process.
- Oversee the training, growth, and the professional development of the Public and Educational Programming Coordinators ensuring a diverse and talented staff of professional, creative, technical, and volunteer workers to ensure patrons, artists, scholars and community members have an inclusive and enjoyable experience.

COMMUNITY AND STAKEHOLDER ENGAGEMENT SUPPORT

- Serve as an ambassador and advocate connecting a broad range of stakeholders and communities in programming decisions and discussions.
- Actively foster outreach and programming partnership development with community cultural institutions in Philadelphia and surrounding region.
- Convene internal and external advisory groups to develop equitable programs, create consistency in programming across areas, and build marketable annual seasons.
- Cultivate effective relationships with local, regional, national, and international producers, artists, and organizations to ensure diverse and accessible programming for performances, tours, and online streaming.



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- Drive high-quality humanities programming and maximum utilization of all AAMP platforms and channels of engagement.
- Develop and support strategic partnerships with new and existing organizations to present and promote seasonal programs and calendars.

QUALIFICATIONS, SKILLS AND ABILITIES REQUIRED:

- BS/BA (or equivalent experience) in African American Studies, American History, Art History (African or American Art focus preferred), or a related humanities field; MA/MS preferred
- Seven years' progressively responsible experience in museum programming, multidisciplinary arts or other related cultural field work
- Five years' experience as a supervisor
- Experience contributing to the writing of foundation and state and federal grants
- Knowledge of standard museum programming best practices, policies and procedures
- Experience managing program planning, development, implementation and evaluation
- Experience leading and managing partnerships with other cultural organizations and community groups
- Ability to plan and manage budgets
- Ability to supervise people and manage complex programs and projects
- Ability to plan and implement new programs
- Ability to solve technical, administrative, and personnel problems creatively
- Ability to think strategically
- Superior verbal and written communication skills
- Commitment to the mission, values, and programs of the African American Museum in Philadelphia

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

Must be able to remain in a stationary position for extended periods operating a computer and other standard office devices such as a calculator, telephone, and copy machine. Must be able to adapt to high pace environments occasionally moving/lifting light weight equipment and other work-related objects up to 25lbs. May have to work late nights, weekends.

Expected hours: 37.5 per week

Please send your resume, references and cover letter to hr@aampmuseum.org