

Museum Experience Manager

AMOA Is Hiring

The Anderson Museum of Art is seeking a dynamic and motivated individual to fill the role of Museum Experience Manager.

This position reports directly to the museum's Executive Director and plays a pivotal role in the museum's daily operations.

Its primary focus is marketing, programming implementation and development, exhibitions, and curatorial duties. The successful candidate will work closely with volunteers, artists, guests, children, and staff to ensure a rewarding experience for all stakeholders.

Application Deadline:
25 May 2024



Qualifications

- A bachelor's degree in Art History, Museum Studies, Arts Administration, Marketing, or a related field is required.
- Deep understanding of the visual arts, including various mediums and their applications.
- Previous experience working in a museum or cultural institution, with a strong understanding of museum operations, visual art, programming, and exhibitions.
- Excellent communication skills, both written and verbal, with the ability to effectively engage diverse audiences.
- Proven track record in marketing and communications, with experience in digital marketing, social media management, and content creation.
- Strong organizational skills and attention to detail, with the ability to multitask and prioritize tasks in a fast-paced environment.
- A collaborative mindset, the ability to work effectively as part of a team, and the ability to build relationships with internal and external stakeholders.
- Must demonstrate a willingness to thrive in a fast-paced, dynamic workplace
- Flexibility to work evenings, weekends, and holidays as needed for special events and programming.

Museum Experience Manager

Position Overview:

The Anderson Museum of Art is seeking a dynamic and motivated individual to fill the role of Museum Experience Manager. Reporting directly to the museum's Executive Director, this position will play a pivotal role in the museum's daily operations, with a primary focus on marketing, programming implementation and development, exhibitions, and curatorial duties. The successful candidate will work closely with volunteers, artists, guests, children, and staff to ensure a rewarding experience for all stakeholders.

Key Responsibilities:

Marketing:

- Assist with developing and implementing comprehensive marketing strategies to promote museum exhibitions, events, and programs.
- Manage the museum's online presence, including website updates, social media channels, and email newsletters.
- Monitor and analyze marketing metrics to measure effectiveness and make data-driven decisions.
- Manage exhibition and marketing mailings, ensuring timely distribution and effective stakeholder communication.

Programming Implementation and Development:

- Collaborate with the Education Outreach Specialist to plan, coordinate, and execute various educational programs, workshops, and events tailored to audiences of all ages. Together, develop engaging curriculum and learning experiences aligned with museum objectives, ensuring that programs are educational and enjoyable for participants.
- Assist in developing fundraising initiatives by leveraging programming opportunities to attract donors, sponsors, and supporters and contribute to the museum's overall sustainability and growth.
- Implement strategies to make the museum accessible and welcoming to visitors of all ages, backgrounds, and abilities, including those with disabilities.
- Collect visitor feedback through surveys, observations, and other methods to assess museum experiences' effectiveness and identify improvement areas.

Exhibitions and Curatorial Duties:

- Serve as the primary curator for museum exhibitions, responsible for curatorial research, artwork selection, and installation.
- Coordinate exhibition-related events, such as opening receptions, artist talks, and gallery tours.
- Oversee the care and maintenance of the museum's collection, ensuring proper handling, storage, and conservation practices are followed.
- Manage the intake process for new artwork acquisitions, including accepting artwork and contracts, cataloging new acquisitions, and updating collection records.
- Maintain the museum's online database, ensuring accurate and up-to-date records of artwork, loans, and exhibition history.
- Work closely with artists, lenders, and collectors to facilitate loan agreements, insurance documentation, and shipping logistics as needed.
- Liaise with partnering organizations renting our space or collaborating on exhibitions, ensuring smooth communication and coordination for successful events.

Daily Operations:

- Facilitate opening and closing procedures, visitor services, and facility management aligned with the director's directives.
- Supervise museum volunteers and interns, providing guidance, training, and support as needed.
- Serve as a point of contact for museum guests, addressing inquiries, feedback, and concerns professionally and courteously.

Qualifications:

- A bachelor's degree in Art History, Museum Studies, Arts Administration, Marketing, or a related field is required (a Master's degree is preferred).
- Deep understanding of the visual arts, including various mediums and their applications.
- Previous experience working in a museum or cultural institution, with a strong understanding of museum operations, visual art, programming, and exhibitions.
- Excellent communication skills, both written and verbal, with the ability to effectively engage diverse audiences.
- Proven track record in marketing and communications, with experience in digital marketing, social media management, and content creation.
- Strong organizational skills and attention to detail, with the ability to multitask and prioritize tasks in a fast-paced environment.
- A collaborative mindset, the ability to work effectively as part of a team, and the ability to build relationships with internal and external stakeholders.
- Must demonstrate a willingness to thrive in a fast-paced, dynamic workplace
- Flexibility to work evenings, weekends, and holidays as needed for special events and programming.

About Anderson Museum of Art:

The mission of the Anderson Museum of Art (AMOA) is to enrich our community through the visual arts. By intentionally utilizing the arts, AMOA fosters self-awareness and understanding through social-emotional learning tools. We believe in the transformative power of artistic expression to promote empathy, resilience, and personal growth. AMOA offers three gallery spaces to showcase local art and celebrate different types of art.

How to Apply:

Please submit a resume and cover letter to AMOA's Executive Director, Mande Spano by May 25, 2024. In your cover letter, please highlight your relevant experience and why you are passionate about joining the Anderson Museum of Art team. The Anderson Museum of Art is an equal-opportunity employer and welcomes applications from individuals of all backgrounds and experiences.