



## Job Description

The UMLAUF Sculpture Garden + Museum values a diverse and inclusive workplace and seeks to reflect these values through our employee, contractor, and volunteer hiring practices. The UMLAUF hires qualified candidates based on merit and does not discriminate because of race, color, religion, sex, gender identity, national origin, age, disability, genetic information, or veteran status.

<b>Position Title:</b>	Community Engagement & Programs Manager
<b>Position Type:</b>	Full Time
<b>Reports to:</b>	Executive Director
<b>Supervises:</b>	Programs Assistant, Docent Coordinator, and Teaching Artists
<b>Compensation:</b>	\$42,000-\$46,000 annually, based on experience and education
<b>Location of work:</b>	In person at the UMLAUF Sculpture Garden + Museum. Option to work from home on Mondays.
<b>Description:</b>	The UMLAUF seeks a talented and experienced Community Engagement & Programs Manager who is dedicated to the mission of the institution and committed to its ability to enhance the lives of all visitors, with a focus on equity and inclusion. The Community Engagement & Programs Manager develops and manages high-quality educational experiences and visual and performing arts programming for all visitors including adults, families, school groups, and community organizations.
<b>Deadline to Apply:</b>	September 5, 2025. Incomplete applications will not be considered.

### Responsibilities:

- Fulfill the UMLAUF's mission through high quality educational and community programming with an emphasis on social justice, equity, and inclusion
- Oversee the creation, development, and implementation of comprehensive interpretive programs that create inclusive visitor experiences
- Organize, supervise, and evaluate UMLAUF's programs, including but not limited to public school tours, monthly Family Day, bimonthly UMLAUF After Dark, Shaping Space, Austin Museum Day, StrawFest, and wellness programs. Tasks include but are not limited to:
  - Sourcing, evaluating, and coordinating with vendors, contractors, performers, teachers, schools, and artists, and ensuring there are signed agreements on file
  - Sourcing, evaluating, and coordinating with community partners and other non-profit organizations
  - Developing educational elements for programs including activities, crafts, workshops, and materials
  - Coordinating and ensuring the smooth operation of all public-facing event logistics including layout, setup and breakdown, food and beverage, timeline, themes, supplies, etc. and follow-up
  - Directly supervising all volunteers and/or weekend staff during public programs that fall under the Programs department and serving as lead Staff at public programs
  - Ensuring dates and information are shared with the UMLAUF team and coordinating needs with staff
- With the Curator and Assistant Curator, manage the planning and development of interpretative materials, thematic on- and off-site tours, public programs, and other educational experiences



- With the Museum Manager, ensure volunteers are trained to support programs, and oversee volunteers at programs
- Serve as backup for the Museum Manager when they are out of office; serve as backup for Front Desk open/closing/staffing when the Museum Manager is out of office and unable to provide a volunteer or staffer during weekdays
- With the Docent Coordinator, ensure tours are scheduled with docents, recorded accurately in the UMLAUF calendar, track payments, and conduct tours when needed
- Conduct at least 3 adult and or children's tours per semester to keep apprised of both audience and docent experience
- Provide oversight for hiring, training, and management of school and teaching programs and materials to ensure that the museum provides curriculum and standards-based, child-centered art education to pre-K-12 school groups, including annual Summer Camp and the UMLAUF's flagship Shaping Space program for students in Title 1 schools
- Expand curriculum and outreach for the Shaping Space program and for public school tours
- With the Development Manager, assist in the research, writing, development, and reporting of grants related to education, exhibitions, and equity
- Delegate appropriate tasks to the Programs Assistant
- With the Marketing Manager, prepare copy for marketing and public relations related to programming and community engagement, and ensure programs are shared widely with the community
- Maintain and grow community partnerships, working with other organizations to bring educational and enriching experiences to UMLAUF programs
- Respond to incoming email and phone calls professionally and expeditiously, with a focus on customer service
- Develop, implement, and continuously monitor the Programs budget
- Use organization credit cards, gift cards, and accounts to procure supplies and vendors for programs, following organizational policy and procedures including uploading receipts and bills in a timely manner
- Perform full range of supervisory responsibilities for the Programs Assistant, Teaching Artists, and Docent Coordinator
- Serve as the staff liaison for the Programming Committee of the Board of Directors
- Serve as a representative of the UMLAUF in Austin's museum community when applicable

### **Requirements:**

- Undergraduate degree from an accredited institution
- 1-3 years working experience in a museum or education-related field
- Exceptional written, verbal, and interpersonal communication skills
- Highly organized, possessing strong planning and implementation skills
- Demonstrated experience planning educational and art-related programs, events, coordinating logistics, event vendors, performers, working with event ticket/registration software, etc.
- Self-starter and highly adaptable
- Experience preparing successful grant proposals and reporting on grants
- Ability to manage deadlines and competing priorities with efficiency and dependability
- Enthusiastic with a sense of personal responsibility to ensure the highest quality of programming and visitor experience for our community
- Proficiency with databases, Microsoft360 applications, Neon, and Sawyer preferred
- Invested in providing equitable platforms and visibility for underserved communities, and a desire to use their capacity as Community Engagement & Programs Manager to contribute to meaningful experiences for Austin's entire community



- Demonstrated ability to practice active listening, displays social emotional empathy, and celebrates diversity
- Bilingual Candidates, especially those fluent in ASL, are strongly encouraged to apply

Interested candidates should submit a letter of interest, resume, and contact information for three professional references to Amanda Valbracht, Director of Operations & Administration, [amanda.valbracht@umlauftsculpture.org](mailto:amanda.valbracht@umlauftsculpture.org)