UMLAUF Community Engagement + Programs Manager

Position Description

Title: Community Engagement + Programs Manager; Full-Time, 40 hrs/wk, including occasional weekends/evenings.

The UMLAUF: Located in the heart of Austin and adjacent to Zilker Park, the UMLAUF Sculpture Garden + Museum features a permanent collection of sculptures by Charles Umlauf nestled within a 6-acre garden and a wide variety of year-round public programming for all audiences. The gallery and garden rotate exhibitions of 20th and 21st century art. We also offer a beautiful, unique location for private and corporate events.

The UMLAUF is a 501c3 City of Austin-owned Museum whose mission is to exhibit the work of Charles Umlauf and other visual and performing artists in a museum and garden setting. We provide educational and cultural experiences that encourage the understanding and appreciation of the intersection of nature, sculpture, and the arts. The UMLAUF is an equal opportunity employer committed to creating a diverse, equitable and inclusive environment.

The Opportunity: The UMLAUF Sculpture Garden + Museum 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. Now in its 32nd year, the UMLAUF works to meet the expectations of all communities across the city by creating a welcoming environment, addressing bias in its many forms, and striving toward equity. This is an opportunity to work with a beloved arts organization as we embark on a Vision Plan that will make more of our site accessible to all visitors. The Community Engagement + Programs Manager directs, develops, manages, and provides high-quality educational learning, visual and performing arts programming for all visitors including adults, families, school groups, interns, volunteers, and teachers. As a member of the UMLAUF’s management team, this individual takes a leadership role in establishing institutional policies, practices, and direction. This person will work closely with the Executive Director, Curator, Development Manager, Director of Operations + Administration, Museum Manager, assistants, interns, Teaching Artists, and community partners.

Responsibilities/Duties:

- Enacts the Museum’s educational mission, with a focus on increasing social justice, equity, and inclusion through programs and the visitor experience.
- Oversees the creation, development, and implementation of comprehensive interpretive programs that create an inclusive visitor experience.
- Works with community groups to provide educational experiences in partnership with other arts, cultural, educational, and civic organizations at the museum as well as off-site locations such as public schools, rec centers, for-profit businesses, and other non-profits.
- Organizes, supervises, and evaluates the UMLAUF’s already-existing youth and adult Programs, including but not limited to monthly Family Day, bimonthly UMLAUF After Dark, Craft, Insights, Summer Camp, Yoga, Shaping Space, annual Straw Fest; assists with Garden Party and other fundraisers as needed.
- In collaboration with the Curator and Executive Assistant, manages the planning and development of interpretative materials, thematic on- and off-site tours, public programs, and other educational services to help all audiences better understand sculpture and art.
- Evaluates all aspects of programs to ensure effectiveness and to recommend/implement changes as appropriate. Provides monthly reports for Staff and Board.
- Develops, implements, and continuously monitors the education department budget.
- With the Museum Manager, ensures volunteers are trained to support exhibition, education, and special events.
- With the Museum Manager, assists with managing the internship program to ensure that all interns are trained, motivated, and appreciated for the meaningful work they provide.
- Manages the Docent Coordinator to ensure the museum is providing quality, mission-oriented tours.
- Provides oversight for hiring, training, and oversees the management of school and teacher 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.

- Expands curriculum and outreach for the Shaping Space program for students in Title 1 schools.
- Supervises teaching artists, docents, museum facilitators, educational assistants, and interns.
- Works closely with the Development Manager in the research, writing, development, and reporting of grants related to education, exhibitions, and equity. Identifies and assists with other funding sources.
- Assists with writing copy for Marketing and Public Relations related to Community Engagement/Programming.
- Serves as the key staff liaison for the Programming Committee of the Board of Directors to develop enriching experiences through outreach and visitor experiences.
- Serves as an active community member and a visible representative of the UMLAUF.

Requirements:

- 1-3 years working experience in museum or education-related field.
- Undergraduate degree from an accredited institution.
- Exceptional written, verbal, and interpersonal communication skills, persuasive writing, strong verbal communication, and the ability to interact at the executive level.
- Highly organized, possessing strong planning and execution skills.
- Self-starter who can quickly transition into a fast-paced environment.
- Highly adaptable to be able to continue providing our community with quality programs at the institution and/or digitally.
- Demonstrated experience planning educational and art-related programs, events, coordinating logistics, event vendors, performers, working with event ticket/registration software, etc.
- 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.
- Experience with accounting software, fundraising, and donor management software.
- Proficiency with databases, Word, Excel, Outlook, Adobe, Power Point, and all social media platforms.
- Invested in providing equitable platforms and visibility for underserved communities, and desire to use their capacity as Community Engagement + Programs Manager to contribute to meaningful experiences for Austin’s wide spectrum of citizens, including but not limited to communities of color, patrons of all abilities, and the LGBTQIA+ residents of Austin.
- Demonstrated ability to practice active listening, displays social emotional empathy, and celebrates Austin’s wide spectrum of citizens.
- Master’s Degree in education, arts, museum studies, or a related degree with nonprofit experience preferred.
- Bilingual Candidates, especially those fluent in ASL, are strongly encouraged to apply.

Reporting Relationship: The Community Engagement + Programs Manager collaborates with the entire staff and reports to the Executive Director.

Salary: $41,000-$45,000 annually, based on experience, with benefits.

Location of work: The UMLAUF Sculpture Garden + Museum, 605 Azie Morton Road, Austin, TX 78704

Applications accepted until August 8th, 2023.

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@umlaufsculpture.org.