

## **The Menil Collection Employment Opportunity**

**Title:** *Manager of Public Programs*

**Department:** Curatorial

**Reports to:** Senior Curator

### **General Responsibilities**

The Menil's public programs highlight and promote the Museum as a vibrant space for dialogue, original scholarship, and engagement. Including but not limited to lectures, digital gatherings, screenings, symposia, readings, performances, community events, and workshops, the programs support and contribute to the Museum's mission and curatorial vision. The Manager of Public Programs is responsible for developing and implementing a broad range of accessible public programs that appeal to diverse audiences and a range of ideas.

The position collaborates with the Curatorial, Marketing and Communications, and Advancement Departments and cultivates and sustains innovative partnerships within the community.

### **Specific Duties**

1. In collaboration with the Menil's Director, Curators, and Senior Staff, implement and manage innovative public programs that serve adult audiences and support the Menil's mission, collection, and curatorial vision.
2. Produce all public programs from conception through implementation, manage event logistics and schedules, create and track budgets, and interface with presenters and the public. Ensure high-quality event production.
3. Strategize with the Menil's Advancement Department to identify program sponsors and develop, cultivate, and maintain relations with donors.
4. Collaborate with the Marketing and Communications Department on digital and print marketing efforts for programs.
5. Work with the Menil's Membership, Advancement, and Marketing and Communications Departments to collect and analyze audience research and visitor demographics and monitor and respond to audience feedback.
6. Establish strategies for effectively implementing long-term planning, including budgets, action plans, and schedules.
7. Develop relationships with national and international presenters, performers, scholars, and visual and performing artists to strengthen the Menil's programs and the potential for partnering.
8. Negotiate and manage all contracts and letters of agreement with program participants, partnering institutions, and organizations.
9. Represent the Menil Collection in the broader community to develop strong partnerships and foster collaboration.
10. Work collaboratively with and supervise Public Programs Coordinator.
11. Evening and weekend work required.

### **Qualifications**

1. Postgraduate degree in the arts or humanities is preferred.

2. At least three years experience in museum programming or related field; non-profit experience preferred.
3. Demonstrated experience creating, coordinating, and delivering high-quality, innovative programs and events.
4. Ability to prioritize and manage multiple projects with tight deadlines concurrently.
5. Exceptional strategy development, project management, and communication skills, including public speaking and the ability to moderate discussions.
6. Strong attention to detail.
7. Knowledge of engaging audiences and the general public with a welcoming, accessible approach.
8. Strong understanding of art, contemporary cultural discourses and production, and museums' critical public role in society.
9. Experience working with a range of communities.
10. Commitment to working collaboratively.
11. Strong motivation and hands-on work ethic.

### **Benefits**

The position comes with a comprehensive benefits package that includes paid vacation and sick time, medical and dental insurance, life insurance, AD&D, and LTD coverage. Employees may also participate in the Menil's 401(k) plan and receive an employer contribution equivalent to 5% of wages earned after one year on the job.

### **How to Apply**

For immediate consideration, please email your resume and cover letter to [hr@menil.org](mailto:hr@menil.org)  
You also have the option of forwarding your application materials via postal mail to:

Human Resources Department  
The Menil Collection  
1511 Branard Street  
Houston, Texas 77006

The Menil Collection is an Equal Opportunity Employer and seeks diversity in its workforce. The Menil is committed to attracting, retaining, developing, and promoting the most qualified employees without regard to race, color, religion, sex, age, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity, or expression, or any other characteristic protected by federal, state, or local laws.