

MFA *The Museum of Fine Arts, Houston*

Position Available

Title:	Community Engagement Manager
Reports To:	W. T. and Louise J. Moran Chair of the Department of Learning and Interpretation
Pay Type:	Full-Time, Regular, Exempt, 35 hrs/week
Salary:	Commensurate with Experience and Education
Benefits:	Group Medical and Dental Insurance, Life and Long Term Disability Insurance, Retirement Plan, Flexible Spending Plans, Paid Time Off, Reserve Time Off, Holiday Pay, Museum Membership and Discounts
Work Schedule:	Monday – Friday, 9am – 5pm
Work Location:	Law Building, non-smoking facility

The Community Engagement Manager works with anchored community partners, as well as staff across the Museum of Fine Arts, Houston, to better reach and engage Houston's diverse communities. The manager is responsible for updating and implementing the Museum's Community Engagement strategy, which prioritizes diverse community participation and inclusive, interactive community programming. A significant component of the strategy will be to update benchmarks and metrics to assess community program performance. Based on this data, the manager will make recommendations regarding the continuation, cessation, or changes to programming, as well as best approaches in general to community outreach.

The Manager also collaborates deeply with colleagues in Learning and Interpretation to determine the programming that can be offered to community partners, and with colleagues across the Museum to support patron groups and advisory committees engaged with diversity and inclusion. The Manager also collaborates with Museum colleagues to welcome community partners at onsite events. The Manager has one direct report, the Community Programs Coordinator, who is focused on supporting the community partnerships and programs, planning logistics for events onsite at the Museum, and related administrative tasks.

Responsibilities:

- Update and implement strategic plan for community engagement, determining plans for engaging community members with programs in their communities, as well as plans for building awareness of and attendance to the Museum's exhibitions and programs onsite.
- Strengthen current strategic alliances with community organizations, neighboring museums and arts organizations, and creative entrepreneurs to build and cultivate strong, sustainable relationships within Houston's diverse communities.
- Develop new strategic partnerships to expand the Museum's reach, particularly among under-served constituencies.
- In collaboration with community partners and Learning and Interpretation colleagues, assess current community program offerings and determine refinements needed.
- Engage museum's volunteer docent corps in programmatic and outreach efforts, including the Speakers Bureau initiative.
- Represent the Museum in the community at meetings, events and online, in partnership with Marketing and Communications, with a goal to inspire increased active participation in Museum programs on and offsite.

The Museum is an equal opportunity employer dedicated to a policy of nondiscrimination in employment without regard to race, creed, color, age, gender, gender identity, sexual orientation, religion, national origin, genetic information, disability, or protected veteran status. For more information, visit our website at <http://mfah.org/about/careers/>.

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- Work with colleagues across the Museum to welcome community groups for special events at the Museum.
- Work with colleagues across the Museum to develop strategy and programming for patron and advisory groups, including the African American Art Advisory Association (Five-A) and the Latino Advisory Committee.
- In collaboration with Marketing and Communications, strengthen plans to effectively engage target audiences with exhibition-related content and drive attendance at museum exhibitions and programs, on and offsite.

Skills, Knowledge and Abilities:

- Hands-on knowledge of best practices in community engagement and sustainable community relationship building
- Broad-based knowledge of a full range of techniques for community programs development
- A critical thinker who can analyze data, and capitalize on information
- A confident, intelligent and articulate entrepreneur who is creative, energetic, and accountable, yet collaborative and team-oriented
- An outgoing and generous member of the team; one who shares information easily, listens as well as gives advice and respects the abilities of others, and has a high level of emotional intelligence and political awareness
- Strong and persuasive communication skills
- Fluency in or facility with Spanish highly desirable
- A self-starter with strong motivation to succeed
- Strong organizational skills and the ability to manage numerous projects simultaneously
- Must be able to work evenings and weekends as program schedule demands

Education and Experience:

- Minimum B.A. degree in areas such as the Humanities or Communications; graduate degree or study highly desirable
- 5 or more years' experience working in museums, community or cultural organizations, or other relevant settings
- Demonstrated management and administrative abilities
- Experience with program evaluation and audience research

How to Apply:

Send resume to Human Resources, Job 19-043EDU, P.O. Box 6826, Houston TX 77265-6826; Fax 713-639-7508 or email: jobs@mfah.org.